

**Effective 30 April 2005**

## Personnel Procurement

### Guidance Counselor Procedures

For the Commander:

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**History.** This regulation revises USAREC Reg 601-96, which is effective 30 April 2005.

**Summary.** This regulation establishes policies, responsibilities, and procedures for guidance counselor processing of applicants for enlistment into the Regular Army and United States Army Reserve.

**Applicability.** This regulation applies to and is binding on all military personnel assigned, attached, or detailed to the United States Army

Recruiting Command and to all military personnel in a temporary duty status with the United States Army Recruiting Command. The Commanding General may make exceptions to the nonstatutory provisions of this regulation. Except as otherwise prohibited by law, Department of Defense directives, or Headquarters, Department of the Army regulations, this regulation is made applicable to United States Army Reserve personnel on active duty with the United States Army Recruiting Command and to Army National Guard personnel on active duty performing recruiting duties.

**Proponent and exception authority.** The proponent of this regulation is the Assistant Chief of Staff, G-3. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate the approval authority, in writing, to the deputy G-3 within the proponent agency in the grade of GS-14.

**Army management control process.** This

regulation contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation is prohibited.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCRO-O-T-P, 1307 3rd Avenue, Fort Knox, KY 40121-2726.

**Distribution.** Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution C plus. Plus equals one each guidance counselor. This regulation is published in the Recruiting Brigade and Battalion Operations UPDATE. This regulation is also available electronically on the USAREC Enterprise Portal.

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#### Glossary

##### 1. Purpose

a. This regulation establishes policies, responsibilities, and procedures for guidance counselor (GC) processing of applicants for enlistment into the Regular Army (RA) and United States Army Reserve (USAR). It provides standardization of GC duties. It establishes policies, responsibilities, and procedures for quality control (QC) of enlistment packets.

b. This regulation will enable GCs to provide quality service to applicants processed through Military Entrance Processing Stations (MEPS). Efficient, more responsive applicant processing will assist in achieving mission accomplish-

ment and provide a clearly defined system for transmitting information to the GC from the recruiter, recruiting station (RS), recruiting company (Rctg Co), and recruiting battalion (Rctg Bn), while providing information to the chain of command in a timely manner.

c. This regulation provides ready references for functions performed by GCs in processing applicants for enlistment into the Army.

d. In case of conflict between this regulation and other United States Army Recruiting Command (USAREC) regulations or directives that address GC procedures, call through channels to the G-3, Operations Division, Policy Branch.

##### 2. References

For required and related publications and prescribed and referenced forms see appendix A.

**3. Explanation of abbreviations and terms**  
Abbreviations and special terms used in this regulation are explained in the glossary.

##### 4. Policy

a. This regulation establishes policies for the performance of those GC duties which are mandatory elements in enlisting qualified men and women into the RA or USAR and provides procedures for the performance of other duties.

b. This regulation establishes policies for GC and operations functions and procedures.

\*This regulation supersedes USAREC Regulation 601-96, 10 March 2004.

c. The position of GC or operations noncommissioned officer (NCO) is one of the most important and demanding in USAREC. GCs must possess comprehensive experience in all phases of the recruiting cycle. They must be self-starters and display outstanding character traits, initiative, self-discipline, and integrity. They must be capable and persuasive communicators, not only with applicants, but also with recruiters and MEPS personnel. Under no circumstances will a Soldier being relieved from duty be assigned to an operations section or as a GC.

## 5. Prerequisites for selection as GC and operations NCO

a. The battalion leadership team (BLT) will make the selection and assignment for GC and operations NCO replacements.

b. Considering the importance of the GC and operations NCO positions and the attributes required to successfully perform in the position, the following USAREC policies are established for assignment to positions of GC or operations NCO:

(1) Must have been a successful RS commander for a minimum of 24 months and been awarded the Army Recruiting Gold Badge, to include successful completion of the RS commander course given at the Recruiting and Retention School (RRS).

(2) Must be a 79R (prior to scheduling for the Guidance Counselor and Operations Course (GCOC)).

(3) Must have successfully completed the Phase 1 packet for the GCOC and the GCOC at the RRS.

(4) Must have demonstrated outstanding character traits and communication skills.

c. Assignment to senior guidance counselor (SGC) position requires previous successful tour as a GC.

d. Further, to ensure continuity within the GC shop and operations section and create stability in these critical positions and develop experience throughout the command, the SGC, GC, senior operations NCO, and operations NCO will remain in position for a minimum of 24 months and a maximum of 36 months. At no time will a Soldier remain in these positions past 36 months. Any NCO assigned to any of the above mentioned positions must possess the V7 additional skill identifier to occupy that position.

e. Statement of work for contract civilian GCs (prerequisites).

## 6. Responsibilities for GC shop

a. All commanders will ensure compliance with this regulation.

b. Military and civilian personnel assigned, attached, detailed, or performing recruiting duties within USAREC will familiarize themselves with the provisions of this regulation.

c. Headquarters, United States Army Recruiting Command (HQ USAAC):

(1) The Assistant Chief of Staff, G-3, has staff responsibility for implementation and ad-

ministration of this regulation and is the functional proponent of the Web-based Recruit Quota System (REQUEST). The G-3 staff will assist and coordinate development of new programs.

(2) The Office of the Inspector General has staff responsibility for evaluating the effectiveness of this regulation and monitoring adherence to the policy and provisions of this regulation during inspector general inspections.

d. Headquarters, United States Army Accessions Command (HQ USAAC), Information Support Activity, has staff responsibility for staff supervision, coordination, and administration of Web-based REQUEST operations including:

(1) Control and distribution of Web-based REQUEST terminals and access codes within USAREC.

(2) In coordination with the USAREC G-3 and the United States Army Human Resources Command (HRC) ensure the cost effective use of Web-based REQUEST by HQ USAAC and all subordinate elements.

(3) Assist GCs with terminal maintenance problems.

e. Recruiting brigade (Rctg Bde) commanders will:

(1) Provide the necessary training, management, and command emphasis to ensure compliance with the provisions of this regulation.

(2) Monitor erroneous enlistment reports (EERs).

(3) Evaluate GC procedures.

(4) Recommend changes to this regulation which would improve its efficiency.

f. Rctg Bn commanders will:

(1) Ensure strict compliance to this regulation.

(2) Ensure selection and assignment of SGCs and GCs is accomplished in accordance with this regulation.

(3) Ensure all Rctg Bn operations personnel are familiar with the provisions of this regulation.

(4) Provide the necessary training, management, and command emphasis to ensure compliance with the provisions of this regulation.

(5) Monitor EERs.

(6) Provide logistical support (i.e., supplies and blank forms) as needed.

(7) Recommend changes to this regulation which will improve its efficiency.

(8) Appoint investigators for recruiting improprieties (RIs).

(9) Ensure HQ USAAC, G-3, Enlistment Standards Division, is informed immediately of any suspected or alleged counseling improprieties.

(10) Ensure compliance with Entrance National Agency Check (ENTNAC) procedures established by this regulation and all current USAREC messages.

g. Rctg Bn operations officers (S-3s) will:

(1) Ensure all operations personnel are completely familiar with the policies and provisions of this regulation.

(2) Assist Rctg Bn commanders with the fulfilling of responsibilities listed in f above.

(3) Ensure all daily, weekly, and monthly re-

ports are pulled and filed as required by this regulation.

(4) Track all qualified not enlisted (QNE) reported by the SGC and forward reports through the sergeant major to the master trainer (MT) for assessment of training needs within the Rctg Bn.

(5) Assist the SGC in the development of a Rctg Bn standing operating procedure (SOP) based on guidance from the SGC implementing this regulation.

(6) Be solely responsible to the Rctg Bn commander for the Rctg Bn ENTNAC Program.

(7) Ensure SGCs provide weekly sustainment and new procedures training.

(8) Ensure MTs augment GC training as needed.

(9) Monitor EERs.

h. Rctg Bn sergeants major will:

(1) Provide guidance on training topics for the GC shop based on input from the Rctg Bn staff.

(2) Ensure that the SGC conducts training in accordance with appendix B incorporating guidance from the Rctg Bn.

(3) Select GC replacements based on input from the Rctg Bn commander and Rctg Co first sergeants (1SGs).

(4) Ensure a copy of the QC summary sheets are provided and forwarded to the MT and used for determining training needs for the Rctg Bn.

i. SGCs (must be V7 qualified) will:

(1) Be the primary liaison with each supported Rctg Bn and MEPS.

(2) Prepare an SOP for the GC shop within 60 days of assuming duty. SGCs will assess their shops in the following areas: QC procedures; Delayed Entry Program (DEP), Delayed Training Program (DTP), and days of service (DOS) enlistment procedures; ENTNAC procedures; before ship QC procedures; and ship procedures. The SOP will reflect assigned duties, management of QC program, and affix areas of responsibility for personnel assigned to the GC shop (i.e., drug and alcohol testing (DAT), ENTNAC manager (EM), etc.).

(3) Supervise counseling operations, continually coordinating operations of the GC section with MEPS to ensure all RA and USAR applicants are processed as smoothly, courteously, and expeditiously as possible (red-carpet treatment from applicant's arrival through departure from the MEPS).

(4) Monitor DEP and DTP status and coordinate as necessary with Rctg Bde or Rctg Bn operations staff to ensure accomplishment of:

(a) Monthly objectives by category.

(b) Rctg Bde, Rctg Bn, and USAREC areas of emphasis.

(5) Review USMEPCOM Form 727-E (Processing List (PL)) to assist in the preparation of daily workload.

(6) Monitor walk-ins, add-ons, and no-shows and report negative trends to the operations section for corrective action.

(7) Ensure applicants meet basic eligibility for enlistment, specific option(s), military occu-

pational specialty (MOS), and assignment prior to enlistment.

(8) Monitor the prior service (PS) verification system as outlined in AR 601-210, chapter 3, to ensure identification and elimination of PS frauds.

(9) Assist the Rctg Bn commander in the selection and appointment of a manager for the ENTNAC Program within the MEPS. This is an additional duty. Ensure that all other GCs are familiar with this position and its responsibilities.

(10) Continuously monitor the EM to ensure compliance with this regulation. Ensure the timely notification of the Rctg Bn concerned regarding ENTNAC problems (i.e., matches).

(11) Monitor and evaluate GCs' QNE rates and time management to determine effectiveness of each GC and to develop training topics for improved efficiency.

(12) Conduct training in accordance with appendix B.

(13) Advise Rctg Bde and Rctg Bn commanders and Rctg Bde and Rctg Bn operations staff on matters related to GC procedures.

(14) Identify problems that could adversely affect production and initiate immediate corrective action.

(15) Brief military and civilian visitors, as required, concerning operation of the GC.

(16) Ensure accurate data collection and timely submission of required reports.

(17) Ensure all packet checks required by this regulation (initial QC check, DEP-in QC, day after QC, DEP-out (7- to 30-day) QC, ship QC, and day after ship QC) are conducted and necessary corrections made.

(18) Ensure correct ENTNAC path is submitted per appendix J.

(19) Ensure the GC shop has the latest update of this regulation.

(20) Process all walk-on applicants in accordance with United States Military Entrance Processing Command (USMEPCOM) policy.

(21) Maintain total responsibility for all RA and USAR GCs.

(22) Provide suspected RIs and alleged RIs to responsible Rctg Bn executive officer.

(23) Monitor and record all QNE rates for each GC and report to Rctg Bn S-3.

(24) Monitor and train on EERs.

(25) Responsible for ensuring proper documentation is submitted for meals and lodging to HQ USAREC.

(26) Perform all other duties as required.

j. GCs (RA, USAR, or civilian) will comply with the following responsibilities (must be V7 qualified):

(1) QC enlistment packets to ensure they are complete and accurate in accordance with appendix F. Ensure applicants meet basic eligibility requirements in accordance with AR 601-210 and other applicable Army regulations.

(2) Counsel all Army applicants upon completion of testing and physical processing and recommend courses of action to them based on results of testing, individual desires, available options, and command emphasis.

(3) Verify applicant data in the Web-based

REQUEST. Ensure each applicant meets selected option(s) prerequisites as established by the Web-based REQUEST qualification text (QUALS) file, DA Pam 611-21, and AR 601-210.

(4) Counsel unqualified applicants concerning the reason(s) for disqualification, whether or not the disqualification is permanent, and what steps can be taken to establish eligibility. Ensure that specific prohibitions established in USAREC Reg 601-45, paragraph 2-3, are adhered to.

(5) Deny enlistment to any applicant with incomplete or erroneous records until such time as all necessary corrections have been made and all paperwork is completed.

(6) Advise each prospective enlistee that, after enlistment, fingerprints will be checked against Federal Bureau of Investigation (FBI) files and any concealed disqualifications concerning a civil offense record will be discovered. Concealed records may result in discharge from the DEP or delayed military service obligation (MSO) status for RA and may result in discharge from the USAR.

(7) Advise the SGC on matters affecting the efficient processing of Army applicants during all phases of processing and make recommendations for improvement where needed.

(8) Furnish accurate records of statistical data, as necessary, to the SGC to assure efficient functioning of the section; make timely and accurate reports as required.

(9) Serve as either RA or USAR GC as required.

(10) Ensure that correct ENTNAC path is submitted per appendix J.

(11) Perform other duties as directed by the SGC.

(12) In addition to the responsibilities outlined above, the primary USAR GC will maintain liaison with USAR units and activities within the Rctg Bn's area of responsibility.

(13) Process all Future Soldier Remote Reservation System (FSR2S) applicants in accordance with appendix U.

(14) Review all FSR2S reservations for accuracy and qualification before enlistment. Keeping in mind that these reservations were made by recruiters with far less experience than GCs.

## **7. Procedures**

Specific procedures of this regulation are contained in appendixes B through U.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 25-2**

Information Assurance. (Cited in para E-4a.)

#### **AR 25-55**

The Department of the Army Freedom of Information Act Program. (Cited in paras E-4a and E-4b.)

#### **AR 40-501**

Standards of Medical Fitness. (Cited in paras L-4j, M-9a(20), Q-7a(3), Q-7h(1), Q-8j, Q-12x, and R-6a(5).)

#### **AR 50-5**

Nuclear Surety. (Cited in para K-2c.)

#### **AR 135-7**

Incentive Programs. (Cited in paras Q-2e(3) and Q-2e(5).)

#### **AR 135-178**

Enlisted Administrative Separations. (Cited in paras J-9b(4)(a), M-8b, M-8b(1), M-8b(2), M-8d, and Q-7h(1).)

#### **AR 140-10**

Assignments, Attachments, Details, and Transfers. (Cited in paras Q-7a(1), Q-7a(5), and Q-9c(4).)

#### **AR 340-21**

The Army Privacy Program. (Cited in para E-4b.)

#### **AR 600-9**

The Army Weight Control Program. (Cited in paras L-4j, M-9a(20), Q-8j, and Q-12x.)

#### **AR 600-20**

Army Command Policy. (Cited in para H-4h.)

#### **AR 601-25**

Delay in Reporting for and Exemption From Active Duty, Initial Active Duty for Training, and Reserve Forces Duty. (Cited in para Q-10d.)

#### **AR 601-210**

Regular Army and Army Reserve Enlistment Program. (Cited in paras 6i(8), 6j(1), 6j(3), C-2c, F-2b, F-3d, F-6, G-3a, G-3d, G-4f, G-5d, G-5f, G-5g, G-6c(3), H-2a, H-4b, H-4g(1), H-4h, H-4j, J-9b(3), J-9b(3)(d), J-10, M-4b(6), N-1, N-3b, N-3b(1), N-3b(2), N-3d(2), N-3f, O-2, O-3e, O-3f, Q-2, Q-2a(3), Q-2c, Q-2d, Q-2f(4), Q-2g(2), Q-5a, Q-5b, Q-5c, R-1a, R-2c, R-5c(1)(a), R-5f(8), R-5g(9), R-5i(2), R-6b(2), R-6c(3), R-6c(3)(b), R-6c(8), R-6d(3), R-6d(5), and R-6e(2)(a).)

#### **AR 614-200**

Enlisted Assignments and Utilization Management. (Cited in para R-6g(1)(c).)

#### **AR 630-10**

Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings. (Cited in para Q-10b.)

#### **AR 635-200**

Active Duty Enlisted Administrative Separations. (Cited in para M-2b.)

#### **DA Pam 611-21**

Military Occupational Classification and Structure. (Cited in paras 6j(3), G-5f, G-5f(2), J-6g, N-3d(2), Q-7a(2), Q-7a(4), and Q-9a.)

#### **DOD 1312.1-I**

Occupational Conversion Index - Enlisted/Officer/Civilian. (Cited in para E-5a(14).)

#### **FM 22-100**

Army Leadership. (Cited in para B-4.)

#### **USAREC Reg 600-8**

United States Army Recruiting Command Liaison Noncommissioned Officer at United States Army Reception Battalion. (Cited in para E-3e(2).)

#### **USAREC Reg 601-45**

Recruiting Improprieties Policies and Procedures. (Cited in paras 6j(4) and I-2a(1).)

#### **USAREC Reg 601-56**

Waiver, Delayed Entry Program Separation, and Void Enlistment Processing Procedures. (Cited in paras C-2c and M-8d.)

#### **USAREC Reg 601-89**

Completion of the Request for Examination Form. (Cited in para C-2d.)

#### **USAREC Reg 601-95**

Delayed Entry and Delayed Training Program. (Cited in paras H-4g(3) and Q-11b(2)(b).)

#### **USAREC/FORSCOM/TRADOC Reg 601-98**

United States Army Reserve Prior Service Training Program. (Cited in para C-2e.)

#### **USAREC Reg 601-101**

Education Enlistment Credentials. (Cited in paras C-2a, F-3d, R-5c(1)(c), and R-6e(2)(c).)

#### **USAREC Reg 621-1**

Montgomery GI Bill, Army College Fund, and Loan Repayment Program. (Cited in paras C-2b, N-3d(3), O-3c(2), and R-5e.)

#### **USAREC Pam 25-31**

Dictionary of Terms and Authorized Acronyms. (Cited in para E-5a(3).)

#### **USAREC Pam 601-34**

Guidance Counselor Redesign User's Manual. (Cited in para T-3.)

#### **USMEPCOM Reg 40-8**

Human Immunodeficiency Virus (HIV) and De-

partment of Defense (DOD) Preaccession Drug and Alcohol Testing (DAT) Program. (Cited in para G-3b.)

#### **USMEPCOM Reg 715-4**

Applicant Meals and Lodging Program. (Cited in para F-5c.)

### **Section II**

#### **Related Publications**

#### **AR 140-111**

US Army Reserve Reenlistment Program.

#### **AR 612-201**

Initial Entry/Prior Service Trainee Support.

#### **USAREC Reg 350-10**

Recruiting Battalion Production Management System.

### **Section III**

#### **Prescribed Forms**

#### **USAREC Form 1054**

Match Log. (Prescribed in paras J-9a, J-9b(2), J-9b(3), and J-14.)

#### **USAREC Form 1104**

Enlistment Eligibility Questionnaire. (Prescribed in paras F-3b(4), G-11a, K-3a(1), K-3a(2), K-4a, K-4b(1), N-3d, O-3i(3), and T-3a(23).)

#### **USAREC Form 1194**

Statement of Understanding - Special Forces Initial Contract Initiative. (Prescribed in para R-6g(2).)

#### **USAREC Form 1202**

Statement of Understanding (SOU) - Partnership for Youth Success (PaYS). (Prescribed in paras R-6f(5) and T-3c(27).)

#### **USAREC Form 1227**

Security Clearance Questionnaire. (Prescribed in paras J-6h, J-11a(1)(b), K-2a, K-8, O-3i(4), and T-3c(15).)

#### **USAREC Form 1229**

College First Education Verification. (Prescribed in para R-5j(4).)

#### **USAREC OP 4**

Regular Army Enlistment (DA Form 4187). (Prescribed in paras H-2c(3)(a), H-2c(3)(b)3, H-4d, H-4g(3), H-4j, H-4k, H-4k(1), H-4l, L-3g, M-4b(2), M-4b(3), M-4b(5), M-4b(6), and T-3a(5).)

### **Section IV**

#### **Referenced Forms**

#### **AE Form 360**

Report of a Birth Abroad of a Citizen of the United States.

#### **DA Form 2-1**

Personnel Qualification Record - Part II.

**DA Form 61**

Application for Appointment.

**DA Form 71**

Oath of Office - Military Personnel.

**DA Form 705**

Army Physical Fitness Test Scorecard.

**DA Form 873**

Certificate of Clearance and/or Security Determination.

**DA Form 1058-R**

Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and US Army Reserve.

**DA Form 1696-R**

Enlistment/Reenlistment Qualifying Application (Specially Recruited Personnel).

**DA Form 1811**

Physical Data and Aptitude Test Scores Upon Release From Active Duty.

**DA Form 3072-2**

Applicant's Monthly Financial Statement.

**DA Form 3283**

Statements of Member Removed From the Temporary Disability Retired List.

**DA Form 3286 series**

Statements for Enlistment.

**DA Form 3540-R**

Certificate and Acknowledgment of US Army Reserve Service Requirements and Methods of Fulfillment.

**DA Form 3685**

JUMPS - JSS Pay Elections.

**DA Form 3838**

Application for Professional Training.

**DA Form 4187**

Personnel Action.

**DA Form 4836**

Oath of Extension of Enlistment or Reenlistment.

**DA Form 4886**

Issue-in-Kind Personal Clothing Record.

**DA Form 5247-R**

Request for Security Determination.

**DA Form 5261-1-R**

Selected Reserve Incentive Program - Educational Assistance Addendum.

**DA Form 5261-2-R**

Selected Reserve Incentive Program - Reenlistment/Extension Bonus Addendum.

**DA Form 5261-3-R**

Selected Reserve Incentive Program - Affiliation Bonus Addendum.

**DA Form 5261-4-R**

Student Loan Repayment Program Addendum.

**DA Form 5261-5-R**

Selected Reserve Incentive Program - USAR Prior Service Enlistment Bonus Addendum.

**DA Form 5435-R**

Statement of Understanding - Selected Reserve Montgomery GI Bill.

**DA Form 5960**

Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowance (VHA).

**DD Form 4 series**

Enlistment/Reenlistment Document - Armed Forces of the United States.

**DD Form 93**

Record of Emergency Data.

**DD Form 214**

Certificate of Release or Discharge From Active Duty.

**DD Form 215**

Correction to DD Form 214, Certificate of Release or Discharge From Active Duty.

**DD Form 220**

Active Duty Report.

**DD Form 368**

Request for Conditional Release.

**DD Form 369**

Police Record Check.

**DD Form 370**

Request for Reference.

**DD Form 372**

Request for Verification of Birth.

**DD Form 1556**

Request, Authorization, Agreement, Certification of Training and Reimbursement.

**DD Form 1879**

DOD Request for Personnel Security Investigation.

**DD Form 1966 series**

Record of Military Processing - Armed Forces of the United States.

**DD Form 2005**

Privacy Act Statement - Health Care Records.

**DD Form 2366**

Montgomery GI Bill Act of 1984 (MGIB) (Chapter 30, Title 38, US Code) Basic Enrollment.

ter 30, Title 38, US Code) Basic Enrollment.

**DD Form 2807-1**

Report of Medical History.

**DD Form 2807-2**

Medical Prescreen of Medical History Report.

**DD Form 2808**

Report of Medical Examination.

**DS Form 1350**

Certificate of Birth Abroad of a Citizen of the United States.

**FS Form 240**

Consular Report of Birth Abroad.

**FS Form 545**

Certificate of Birth Abroad of a Citizen of the United States.

**INS Form G-845**

Document Verification Request.

**INS Form I-94**

Arrival/Departure Record.

**INS Forms I-551**

Alien Registration Receipt Card.

**INS Form I-688**

Temporary Resident Card.

**INS Form N-560**

Certificate of Citizenship.

**NGB Form 22**

National Guard Bureau Report of Separation and Record of Service.

**SF 86**

Questionnaire for National Security Positions.

**SF 180**

Request Pertaining to Military Records.

**SF 507**

Clinical Record - Report on or Continuation of SF \_\_\_\_\_.

**SF 513**

Medical Record - Consultation Sheet.

**SF 1199A**

Direct Deposit Sign-Up Form.

**SSA Form 5**

Application for a Social Security Number Card.

**SSA Form 2458**

Report of Confidential Social Security Information.

**TAPC-EPMD Form 169-R**

Security Screening Questionnaire.

**TAPC-EPMD Form 170-R**

Data Card.

**TAPC-EPMD Form 189-R**

Personnel Reliability Program Screening Questionnaire.

**TD Form IRS W-2**

Wage and Tax Statement.

**USAREC Form 512**

Regular Army and Reserve Components Referral Sheet.

**USAREC Form 541**

DEP/DTP News Release.

**USAREC Form 914**

Army Reserve Officers' Training Corps Referral Information.

**USAREC Form 967**

Training Record.

**USAREC Form 986**

Separation Request Form.

**USAREC Form 992**

US Army Delayed Entry Physical Training Program Statement.

**USAREC Form 994**

Private (E-2) Promotion Certificate.

**USAREC Form 1034**

Delayed Entry Program Status Change/Request.

**USAREC Form 1035**

Request to Change Enlistment Option.

**USAREC Form 1037**

Probation Officer and/or Court Records Report.

**USAREC Form 1135**

DEP/DTP Member's Commitment to Excellence Certificate.

**USAREC Form 1136**

DEP/DTP Member's Certificate of Training.

**USAREC Form 1165**

USAREC Schools/Training Folder.

**USAREC Form 1196**

Statement of Understanding - Prohibited Activities Between Recruiting Personnel and Delayed Entry Program and Delayed Training Program Members.

**USAREC Form 1232**

Loan Repayment Program Inprocessing Counseling.

**USAREC Form 1241**

Tattoo Screening.

**USAREC Form 1242**

Army Preprocessing Drug Screening Acknowledgment and Consent.

**USAREC FL 41**

Request for Information From Institution.

**USAREC FL 146**

Release of Arrest Information.

**USAREC FL 153**

Erroneous Enlistment Report.

**USAREC OP 3**

Training Seat Cancellation (DA Form 4187).

**USMEPCOM Form 40-1-2-R-E**

Report of Medical Examination/Treatment.

**USMEPCOM Form 40-1-3-R-E**

Report of Medical Examination/Treatment - Visual Acuity.

**USMEPCOM Form 40-8-R-E**

Drug and Alcohol Testing Acknowledgment Form.

**USMEPCOM Form 40-8-1-R-E**

HIV Antibody Testing Acknowledgment Form.

**USMEPCOM Form 601-23-E**

Report of Additional Information.

**USMEPCOM Form 601-23-4-E**

Restrictions on Personal Conduct in the Armed Forces.

**USMEPCOM Form 680-3A-E**

Request for Examination.

**USMEPCOM Form 727-E**

Processing List (PL).

**VA Form SGLV-8286**

Servicemembers' Group Life Insurance Election and Certificate.

## **Appendix B Training**

### **B-1. General**

a. This appendix outlines policies and provides guidance concerning responsibilities and requirements to be followed in conducting training for GCs.

b. GC training is conducted in three phases. Phase I consists of 3 weeks nonresident training designed to familiarize the GC selectee with techniques, procedures, and hardware associated with GC operations. The selectee will complete the Phase I Nonresident Training Packet prior to attending the resident training (Phase II). Phase I will be conducted in the GC shop and operations section, supervised by a V7 qualified NCO. This training consists of 2 weeks at their local MEPS, supervised by the SGC, and 1 week of training in their respective Rctg Bn operations section, supervised by the operations noncommissioned officer in charge, prior to attending resident training (Phase II) presented at the Soldier Support Institute, Fort Jackson, South Carolina. Phase II consists of the 4-week resident GCOC. Phase III consists of reinforcement and sustainment training conducted continuously in the unit of assignment upon successful completion of the GCOC. The Rctg Bn Command Sergeant Major must ensure that anyone scheduled to attend the GCOC has completed the mandatory GCOC nonresident training package (Phase I).

### **B-2. Policies**

a. Observations regarding the training status of individual GCs must be brought to the attention of the Rctg Bn MT, who must be involved in all GC training. The Rctg Bn operations NCO and MT augment the SGCs in their role as trainers.

b. GC training conducted by unit trainers will consist of training tailored to the needs of personnel with a high QNE and/or EER rate.

c. Training will be designed to improve mission capability, sustain operations that are being effectively performed, and sustain or improve individual physical fitness. Required training subjects will generally be accomplished during centralized training.

NOTE: If MTs are used as trainers for GCs, they must also be V7 qualified.

### **B-3. Reinforcement and sustainment training**

a. SGCs will ensure that training is provided to all assigned GC personnel using the QC summary sheet as a trend, on a weekly basis. All messages concerning new programs, procedures, and changes in policy will be addressed in training.

b. The SGC will ensure that physical fitness programs are in place and in use for all assigned Soldiers. Personnel failing to maintain required standards of physical fitness, as demonstrated by poor performance on the Army physical fitness test or exceeding the accept-

able weight standards, must be formally counseled and reported to the Rctg Bn commander.

c. SGCs will ensure that all GCs are cross-trained and capable of working all applicant types (i.e., nonprior service (NPS), delayed status (DS), USAR PS (no training), USAR alternate training (SP1 and SP2), USAR prior service training (PST), temporary disabled retired list, Warrant Officer Flight Training (WOFT), Officer Candidate School (OCS), Band, etc.).

d. SGCs will conduct corrective or reinforcement training on all EERs (USAREC FL 153 (Erroneous Enlistment Report)) returned with the GCs. Training must be annotated on USAREC Form 967 (Training Record). All records of training will be placed into the individual's training folder. Folders will be kept on file during the tenure of the GC in the shop.

e. All training will be recorded in USAREC Form 1165 (USAREC Schools/Training Folder).

f. Guidance Counselor Resource Center (GCR) via distance learning semianually.

### **B-4. Performance counseling**

SGCs will conduct developmental counseling as needed. Noncommissioned Officer Evaluation Report counseling will be conducted quarterly and will be documented in accordance with FM 22-100. Conversion rates (physically qualified to contract) of individual GCs will be used as a measure of effectiveness in performance counseling sessions, as well as EERs returned.

### **B-5. Training of GC shop replacements**

a. The Rctg Bn commander, based upon recommendations from the Rctg Bn Command Sergeant Major, will select GC replacements for Rctg Bn GC shops. All selections will be based on projected vacancies.

b. A training seat at the GCOC will be reserved at the earliest possible time prior to the desired training date. Course dates will be requested through the respective Rctg Bde to HQ USAREC.

c. Cases of failure or administrative release from the GCOC must be reviewed to determine if nominees should again be scheduled for class attendance or be considered for another assignment in accordance with the guidance.

### **B-6. Reports and records**

SGCs will record and update conversion rates and QNE rates for each assigned GC and the GC shop monthly.

## **Appendix C**

### **Guidance Counselor Directory**

#### **C-1. Purpose**

a. This appendix establishes a source reference system for GCs to utilize in processing qualified applicants into the RA and USAR. This appendix gives guidance in obtaining additional policies, guidance, and procedures on specific programs, options, statements, and special instructions to ensure that applicants are properly processed for enlistment.

b. In cases of conflict between information published in this regulation and the proponent agency, the reference regulation will have the final determination of eligibility and/or status.

#### **C-2. Related references for enlistment eligibility**

a. USAREC Reg 601-101. This regulation provides procedures for determining the proper education tier status of applicants and applying education enlistment policy consistently.

b. USAREC Reg 621-1. This regulation provides information on the All Volunteer Educational Assistance Program under chapter 30, title 38, United States Code and Loan Repayment Program (LRP) processing procedures.

c. USAREC Reg 601-56. This regulation contains instructions for processing RA and USAR waiver applications to determine eligibility for enlistment. These instructions are provided in addition to AR 601-210, chapters 4 and 5.

d. USAREC Reg 601-89. This regulation prescribes policy and procedures for the utilization, completion, and disposition of USMEPCOM Form 680-3A-E (Request for Examination) by members of USAREC.

e. USAREC/FORSCOM/TRADOC Reg 601-98. This regulation governs eligibility criteria, policies, and procedures for enlistment, immediate reenlistment, or extension with concurrent transfer and processing of persons into the USAR PST Program.

f. USAREC messages.

(1) HQ USAREC publishes messages on the USAREC Intranet to quickly update SGCs on policies, procedures, and guidance. Messages can be found at the following sites:

(a) <http://gcweb.usarec.army.mil>

(b) <http://hq.usarec.army.mil/ro>

(c) Web-based REQUEST at <https://draggoon.green.keystone.army.mil>

(2) The G-3 identifies each message with a message number and subject (e.g., 05-001, subject: XXXX).

(3) HQ USAREC also publishes USAREC messages for Rctg Bdes and Rctg Bns via e-mail. Rctg Bn S-3s should ensure that SGCs, company leadership teams (CLTs), and RS commanders have received all current and applicable messages.

(4) USAREC messages beginning in fiscal year (FY) 01 (1 Oct 2000) will be posted by FY as opposed to calendar year. USAREC messages will only be valid for 1 year from publication date, unless rescinded or superseded prior to that.

## Appendix D

### MEPCOM Integrated Resource System

#### D-1. Purpose

The purpose of this appendix is to help GCs understand the procedures to be used for processing applicants using the MEPCOM Integrated Resource System (MIRS). This appendix is not intended to be used as a user's guide.

#### D-2. General

- a. GCs should follow local MEPS policy for projection procedures.
- b. See figure D-1 for a sample MIRS USMEPCOM PCN 680-3ADP. Table D-1 explains each section of the MIRS USMEPCOM PCN 680-3ADP.
- c. Any change to an applicant's record in the MIRS database will automatically update the applicant's record in GCR as long as the applicant's social security number (SSN) and recruiter's SSN match the record in GCR.

#### D-3. Reference information

- a. Table D-2 serves as a reference for GCs to help properly understand and interpret the MIRS USMEPCOM PCN 680-3ADP.
- b. In cases of conflict between this regulation and USMEPCOM regulations, the USMEPCOM regulations will take precedence.

**Table D-1**  
**Instructions for how to read an MIRS USMEPCOM PCN 680-3ADP**

Title	Description
PERSONAL	This section lists personal identification (ID) information that applies to the applicant (i.e., name, SSN, current address, citizenship, date of birth, sex, race, ethnic category, marital status, dependents, religious preference, place of birth, recruiter of credit SSN, date of current action, etc.).
INS	This section provides information if the applicant has a current medical insurer and current medical provider. If applicant has none, it will also be reflected.
TESTING	This section shows test information for the last Armed Services Vocational Aptitude Battery (ASVAB) test in addition to information from previous ASVAB tests if any have been taken. It also shows any special test scores the applicant may have taken.
MEDICAL	This section provides information on all medical testing that has taken place. The SGC should use this section to obtain human immunodeficiency (HIV) and DAT results for tracking purposes. In addition, height, weight, and color vision can be found in this section.
DEP	This section provides DEP-in information to include DEP-in date, scheduled ship date, recruiter of credit SSN (should match the recruiter's SSN listed in item 1, if not a change of credit is required), program enlisted for, MOS, and waiver code. It also provides information if the applicant was a previous DEP discharge.
ACCESSION	This section provides accession information. Specific information includes ship date, active duty service date, pay entry basic date, term of enlistment, waiver code, enlistment grade, date of rank, education level, recruiter of credit SSN, program enlisted for, MOS, any type of youth service program (Junior Reserve Officers' Training Corps, Civil Air Patrol, Naval Sea Cadets), option analysis code, and ship location unit identification code.
MISC	This section provides information regarding ENTNAC submission type and date, ENTNAC results, and date of results. It also provides PS reconciliation information. The SGC must screen this section and the ship GC to ensure an ENTNAC was submitted and the person does not have concealed PS.
DISCREPANCY	This section provides information regarding any discrepancies pertaining to an applicant. These discrepancies can range from testing, medical, or administrative (SSN) issues. This section shows if an applicant is an other MEPS processor PS (Defense Manpower Data Center hit) or has been discharged from the DEP. If the MEPS places the applicant in an "N" status, this section shows the reason why.

**Table D-2**  
**MIRS USMEPCOM PCN 680-3ADP codes**

<b>SPF (Service Processed For)</b>		
<u>1st Character</u>	<u>2d Character</u>	<u>3d Character</u>
D = DOD	A = Army	G = National Guard
	F = Air Force	R = Regular Component
	M = Marines	V = Reserve Component
	N = Navy	Z = Denotes an applicant for commissioning
<b>RID (Record Identification Type)</b>		
0 - Personal Data Only	4 - DEP-In Data	
1 - Aptitude Data Only	5 - Accession Data	
2 - Medical Data Only	6 - Accession and DEP-In Data Only	
3 - Aptitude and Medical Data Only	7 - DEP Discharge Data	

Table D-2

## MIRS USMEPCOM PCN 680-3ADP codes--continued

<b>C-MEPS (Current - MEPS)</b>				
A01 - Albany, NY	B26 - Knoxville, TN	C36 - Albuquerque, NM		
A02 - Baltimore, MD	B27 - Louisville, KY	C37 - Amarillo, TX		
A03 - Boston, MA	B28 - Montgomery, AL	C38 - Dallas, TX		
A04 - Buffalo, NY	B29 - Nashville, TN	C39 - Denver, CO		
A05 - New York, NY	B42 - Jackson, MS	C40 - El Paso, TX		
A06 - Harrisburg, PA	B43 - Kansas City, MO	C41 - Houston, TX		
A10 - Philadelphia, PA	B44 - Little Rock, AR	C47 - Oklahoma City, OK		
A11 - Pittsburgh, PA	B45 - Memphis, TN	C48 - San Antonio, TX		
A12 - Portland, ME	B46 - New Orleans, LA	C67 - San Diego, CA		
A13 - Springfield, MA	B49 - Shreveport, LA	C70 - Boise, ID		
A14 - Syracuse, NY	B50 - Lansing, MI	C71 - Butte, MT		
A17 - Tampa, FL	B54 - Des Plaines, IL	C72 - Sacramento, CA		
A20 - Atlanta, GA	B56 - Cleveland, OH	C73 - Honolulu, HI		
A21 - Beckley, WV	B57 - Columbus, OH	C74 - Los Angeles, CA		
A22 - Charlotte, NC	B58 - Des Moines, IA	C75 - San Jose, CA		
A23 - Miami, FL	B59 - Detroit, MI	C76 - Phoenix, AZ		
A24 - Fort Jackson, SC	B60 - Fargo, ND	C77 - Portland, OR		
A25 - Jacksonville, FL	B61 - Indianapolis, IN	C78 - Salt Lake City, UT		
A30 - San Juan, PR	B62 - Milwaukee, WI	C79 - Seattle, WA		
A31 - Raleigh, NC	B63 - Minneapolis, MN	C80 - Spokane, WA		
A32 - Richmond, VA	B64 - Omaha, NE	C81 - Anchorage, AK		
	B65 - Sioux Falls, SD	C82 - Guam, GQ		
	B66 - St. Louis, MO			

<b>Last Trans (Last Transaction)</b>				
<b>TYPE CODE</b>	<b>APTITUDE</b>	<b>MEDICAL</b>	<b>PROCESSING</b>	<b>APPLICANT STATUS</b>
A - Start Record	0 - No Record	0 - No Medical	0 - No Enlistment	A - Enlisted But Not Shipped
B - Add to Record	1 - Initial ASVAB	1 - Full Medical	1 - MEPS Accession Contract	B - Enlisted and Shipped
E - Reestablished	2 - Student ASVAB	2 - Full Med With Consult	2 - DEP-In Contract	C - Shipped, Previously Enlisted
J - Correction	3 - No APT Required	3 - DD Form 2807-2	3 - DEP Discharge	D - QNE
K - Deletion	4 - Invalid Test	4 - Non-MEPS Medical	4 - Accession Contract	E - Ineligible to Process for 2 Years (DAT Failure)
M - Delete DEP/ACC	5 - Confirm ASVAB	5 - HIV Results	5 - Enlistment Contract	G - Aptitude AFQT Below 10 Percent, NPS
	6 - ASVAB Retest	6 - Inspect No Change	7 - Correction to DEP Discharge	H - Confirmation Test Required
	7 - ASVAB Verif Test	7 - Inspect Changes	8 - Correction to DEP Accession	I - Incomplete USMEPCOM Form 680-3A-E
	8 - Special Test	8 - Eval Data		J - Temporary Medical Disqualification
	9 - Correct Aptitude	9 - Correct Medical		K - Test Control Officer Interview
		D - Drug Results		L - Incomplete Medical Evaluation (open PULHES)
				M - Ineligible to Process for 6 Months
				N - Disqualified - Other Reason
				P - Partial Qualification
				R - Permanent Medical Disqualification
				V - Personal Data Correction

<b>HIV Results</b>				
5A - Pending				
5B - Negative				
5C - Reversal				
5D - Positive				
5Z - Not Tested				
## - Canceled				

<b>Drug Codes</b>				
T - Pending				
N - Negative				
M - Marijuana				
C - Cocaine				
Z - Not Required				
## - Canceled				

<b>Med Fail (Medical Failure Codes)</b>				
18 = Head, Face, Neck, and Scalp				
19 = Nose				

**Table D-2**

**MIRS USMEPCOM PCN 680-3ADP codes--continued**

20 = Sinuses  
 21 = Mouth and Throat  
 22 = Ears - General  
 23 = Drums (Perforation)  
 24 = Eyes - General  
 25 = Ophthalmoscopic  
 26 = Pupils  
 27 = Ocular Motility  
 28 = Lungs & Chest  
 29 = Heart  
 30 = Vascular System  
 31 = Abdomen & Viscera  
 32 = Anus & Rectum  
 33 = Endocrine System  
 34 = G-U System  
 35 = Upper Extremities  
 36 = Feet  
 37 = Lower Extremities  
 38 = Spine, Other Musculoskeletal  
 39 = Identifying Body Marks, Scars, Tattoos  
 40 = Skin, Lymphatic  
 41 = Neurologic  
 42 = Psychiatric - Must Be Converted to Another Code Below:  
     4A = Amphetamines  
     4B = Barbiturates  
     4C = Cocaine  
     4D = Cocaine Dependent  
     4E = Alcohol Test Positive  
     4K = Alcohol Dependent  
     4M = Cannabis Sativa  
     4N = Narcotics  
     4O = Other Drugs, Psycho Stimulants  
     4V = Narcotics - Amphetamines  
     4W = Narcotics - Barbiturates  
     4X = Amphetamines - Barbiturates  
     4Y = Narcotics - Amphetamines - Barbiturates  
     4Z = Other, Psychiatric Failure  
 43 = Pelvic, Female Only  
 44 = Dental  
 45 = Urinalysis  
 46 = Chest X-Ray  
 47 = Serology  
 48 = EKG  
 49 = Blood Type and RH Factor  
 50 = Other Test, Pregnancy  
 51 = Height  
 52 = Weight  
 55 = Build  
 56 = Temperature  
 57 = Blood Pressure  
 58 = Pulse  
 59 = Distant Vision  
 60 = Refraction  
 61 = Near Vision  
 62 = Heterophoria  
 63 = Accommodation  
 64 = Color Vision  
 65 = Depth Perception  
 66 = Field of Vision  
 67 = Night Vision  
 68 = Red Lens Test  
 69 = Intraocular - Tension  
 70 = Hearing  
 71 = Audiometer  
 72 = Psychological & Psychomotor

**Table D-2**

**MIRS USMEPCOM PCN 680-3ADP codes--continued**

**CNSLT (Consult)**

A = Allergy  
 B = Neurology/Neurosurgery  
 C = Cardiology  
 D = Dermatology  
 E = Ear, Nose, Throat (Including Audiology)  
 G = Gynecology  
 I = Ophthalmology  
 M = Internal Medicine  
 N = None  
 O = Orthopedics  
 P = Psychiatry  
 S = Surgery (General)  
 U = Urology  
 X = Other  
 Y = Unknown

NOTE: Use "Y" if more than one consultation is required.

**DEP Discharge Codes**

ZAA = Medical Disqualification - Existed Prior to Service (EPTS)  
 ZAB = Medical Disqualification - Non-EPTS  
 ZAC = Pregnancy  
 ZAD = Death  
 ZBA = Moral Disqualification - EPTS  
 ZBB = Moral Disqualification - Non-EPTS  
 ZBC = \*Apathy/Personal Problem  
 ZBD = Refused to Enlist - Separation Action Initiated  
 ZBE = Did Not Report on Date Scheduled for AD - Separation Action Initiated  
 ZBF = Concealment of PS  
 ZCA = Dependency Disqualification  
 ZCA = Marriage  
 ZCC = Personal Hardship  
 ZDA = Failure to Graduate From High School  
 ZDB = Pursuit of Higher Education  
 ZDC = Religious Training or Appointment as an Ordained Minister  
 ZEA = Enlisted in Another Service  
 ZEB = Recruiting Error  
 ZEC = Enlistment Misunderstanding  
 ZED = No Longer Qualified for Option and Declines Alternate  
 ZEE = Temporarily Disqualified Through Loss of Original Option and Declines Alternate  
 ZFA = Other Reason  
 ZKC = Transferred to Individual Ready Reserve  
 ZZY = DAT Positive Results - Enlistment Data Removed  
 ZZZ = \*\*Exceeded Time in DEP

**NOTES:**

\*The ZBC discharge covers the reason for being DEP discharged. MEPS commanders can question which reason applies. If the reason is apathy, the commander can clear the "N" status code the next duty day. If the discharge reason was for personal problems, the next sponsoring service has to clear the "N" status code before applicant processing, or within the specified timeframe.

\*\* Only HQ USMEPCOM can automatically discharge applicants that have exceeded their time in DEP, regardless of whether or not the services provided discharge information/documentation.

**\*\*\* USMEPCOM PCN 680-3ADP \*\*\***  
**\*\*\* PRIVACY ACT PL93-579 APPLIES \*\*\***

DATE: 2004-01-12

TIME: 1433

MEPS: C74



SSN

PERSONAL	SSN XXX-XX-XXXX NAME (Last, First, Middle, Suffix) MORENOARREGUIN JESSICA MAGALY	SPF DAR	DOA: 2003-08-27 PMS: N DAYS: 0000 DMDC: N P-MEPS: C74 RID: 6 LAST TRANS: B001B * B070P USERNAME: CASTRO	PROJ FOR: WKID RPTD:	P V	A P	M A	D A	E B	H B	O B	P-SSN:								
	ADDRESS TYPE B STREET, CITY, COUNTY, STATE, COUNTRY, ZIP CODE 10360 SAN CARLOS AVENUE SOUTH 6037 CA US 90280-0000																			
	CTZN NY	SEX F	RACIAL E	ETHNIC A	MARITAL S	#DEP 0	DOB 1983-11-07	REL 62	EDUC 12L	FOREIGN LANGUAGE 1 QB 2										
DRV LIC	FLAG N	ST	#	EXP DATE			CITY, STATE, COUNTRY JALISCO OT MX	RECRUITER ID/SSN/STATION ID 999999999 / 6F3V												
INS	CURRENT MEDICAL INSURER NAME NONE MEDICAL INSURER ADDRESS (Street, City, State, Country, ZIP Code)						CURRENT MEDICAL PROVIDER NAME NONE MEDICAL PROVIDER ADDRESS (Street, City, State, Country, ZIP Code)													
TESTING	ENLIST 65	TID 03D	DOT 2003-04-03	ST P	M-SITE 741991	SPECIAL	TYPE SCORE	DOT	GS 48	AR 55	WK 54	PC 44	MK 62	EI 49	AS 46	MC 50	AO 68	VE 51		
									COMPOSITES: GT CL CO EL FA GM MM OF SC ST 107 111 107 106 107 105 101 104 108 107											
	ADMINISTRATOR: 000001759												MANUAL - AUTHORIZATION:				ELIGIBLE DATE: 2003-05-03			
MEDICAL	SF88: PRESCREEN:		PHYSICAL:		INSP:		SPECIMEN DOT RSLT RSLT-DATE													
	RBJ:		ELIGIBILITY:		AUDIO: 05 10 20 30 40 60		ALCO DRUG HIV													
	X-RAY EOP		PIP FLNT R/G		RIGHT: LEFT:															
	WGT		AFVT		P U L H E S X															
	FAT		DISTANT NEAR		WVR CNSLT N HCG															
HAIR		R: L:																		
EYES		REFRAC		FAIL		ICDCODE														
DEP	DEP DOE 2003-04-04	PADD 2003-08-26	ES 3	RECRUITER INFO XXXXXXXXX / 00000		PEF CFCTB	T-E MOS/AFS 71L10	YYY	WAIVER CODES				PAY GRADE E01	DEP DISCHARGE DATE 2002-07-01						
	SERVICE REQUIRED CODES:												REASON ZBD							
													SPF DAR							
ACCESSION	ACC DOE 2003-08-27	ADSD 2003-08-27	PED 2003-08-27	TOE 4	YYY	WAIVER CODES				PAY GRADE E01	DOG 2003-08-27									
	ES 1	EDUC 12L	RECRUITER INFO XXXXXXXXX / 6F3V	PEF CFCTB	T-E MOS/AFS 71L10	P MOS/AFS 71L10	YOUTH YYO	O/A NY	TRANSFER TO (UIC) WOU67A				368 N	REASON SPF						
	SERVICE REQUIRED CODES:												DATE							
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40												REASON							
	1 2 3 4 5 6 7 8 9 00 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40												SPF							
MISC	ENTNAC R	DATE SUB 2001-10-12	CASE # 012880000	ALIAS	TYPE	NAME				DATE LAST SYNC 20031117/135752				PROCESSING DATE 2003-08-27						
	RSLT F	AGY P	DATE CLOSED 2001-10-23																	
	PMS INFO												PSPF				DATE RCVD			
	DCL	SVC	I/R	REMARKS				680-3ADP												

Figure D-1. Sample of completed USMEPCOM PCN 680-3ADP

○ DISCREPANCY	<div style="text-align: right;">OTHER MEPS PROCESSOR</div> <div style="text-align: right; margin-top: 10px;"> PMS (DMDC HIT)  DEP DISCHARGE  PEI/PAI </div> <div style="text-align: right; margin-top: 10px;"> } MEPS "N" STATUS REASON </div> <div style="text-align: right; margin-top: 10px;"> TESTING DISCREPANCY  MEDICAL DISCREPANCY  SSN CONFLICT </div>
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### WORK HISTORY

REJ	WKID	DOA/TIME	SYNC	MEPS	OWN	SPF	USERNAME	REJ	WKID	DOA/TIME	SYNC	MEPS	OWN	SPF	USERNAME
	B001B	20030827 / 110104	Y	C74	P	DAR	CASTRO								
	B070P	20030827 / 071245	Y	C74	P	DAR	WAGNERS								
	B002A	20030404 / 080829	Y	C74	P	DAR	WAGNER								
	B070P	20030404 / 071118	Y	C74	P	DAR	HODSON								
	B100P	20030403 / 103723	Y	C74	P	DAR	FRANK								
	J000V	20030403 / 095843	Y	C74	P	DAR	BLOCK								
	B003D	20020722 / 121051	Y	C74	P	DAR	BATISTE								
	B070P	20020701 / 065114	Y	C74	P	DAR	BLANCO								
	B006F	20011025 / 235900	Y	C74	P	DAR	HOSTGEN								
	B006S	20011016 / 235900	Y	C74	P	DAR	HOSTGEN								
	B006R	20011012 / 141750	Y	C74	P	DAR	ORRP								
	J000V	20011012 / 140221	Y	C74	P	DAR	ORRP								
	B006E	20011103 / 235900	Y	C74	P	DAR	HOSTGEN								
	B0D0P	20010925 / 221000	Y	C74	P	DAR	HOSTGEN								
	B050P	20010925 / 220000	Y	C74	P	DAR	HOSTGEN								
	B006A	20010922 / 143945	Y	C74	P	DAR	FLORES								
	B002A	20010922 / 143944	Y	C74	P	DAR	FLORES								
	B010P	20010922 / 122047	Y	C74	P	DAR	ALVIAR								
	J000V	20010920 / 101031	Y	C74	P	DAR	OHDO								
	J000V	20010919 / 164114	Y	C74	P	DAV	WILLIAMG								
	J000V	20010919 / 164025	Y	C74	P	DAV	WILLIAMG								
	B200P	20001117 / 081217	Y	C74	P	DAV	FRANK								
	J000V	20001117 / 063239	Y	C74	P	DAV	FRANK								
	J000V	20001117 / 063158	Y	C74	P	DAV	FRANK								
	A000V	20001116 / 124301	Y	C74	P	DAV	MALAGON								



	DATE: 2004-01-12  TIME: 1433	
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Figure D-1. Sample of completed USMEPCOM PCN 680-3ADP (Continued)

## **Appendix E**

### **Web-Based Recruit Quota System Procedures and Responsibilities**

#### **E-1. Purpose**

This appendix establishes policies and procedures, assigns responsibilities, outlines capabilities, and prescribes minimum procedures for the efficient use of Web-based REQUEST within USAREC for personnel procurement for the RA and USAR.

#### **E-2. General**

Web-based REQUEST is a management information subsystem of KEYSTONE that provides the Army with an orderly and efficient mechanism for allocating training resources to new accessions. Operating centers that use Web-based REQUEST programs are: Office of the Deputy Chief of Staff for Personnel; HRC; USAREC; United States Army Training and Doctrine Command (TRADOC); United States Army Forces Command; Army National Guard (ARNG); and USAR.

a. The G-3 in coordination with the Chief Information Officer, HQ USAAC, and all Rctg Bdes, Rctg Bns, and MEPS administers operational management of Web-based REQUEST within USAREC at HQ USAREC.

b. Any use of Web-based REQUEST and the information therein for a purpose or in a manner other than authorized herein is prohibited. Terminals which are used for the purpose of demonstration and/or special events associated with recruiting must be operated by an authorized operator listed on orders by the Rctg Bn terminal area security officer (TASO) and posted in the terminal area. Reservations will not be made for any reason during demonstrations, special events, or training.

NOTE: Only post authorized users, not user IDs and passwords.

c. HQ USAREC has a limited degree of control and authority over factors that influence the reservation process. Accession controls (DEP controls and USAR input to training controls) are imposed to govern quantity and quality of accessions in meeting the USAREC monthly accession mission from Headquarters, Department of the Army (HQDA). USAREC does control the measures, which facilitate meeting quality distribution goals for each MOS. HQ USAREC monitors Web-based REQUEST and database files to determine progress in its recruiting effort. When problems in the reservation process arise, which HQ USAREC notes or which are indicated by reported problems from subordinate headquarters, HQ USAREC will initiate corrective action. Web-based REQUEST programs provide users the following:

(1) A real-time capability of reserving training spaces and unit vacancies by MOS and time period, based on available programs and vacancies.

(2) Retrieval of data for operations and management use.

d. Operation. The reservation function is the

core of Web-based REQUEST. To successfully complete a reservation for an applicant whose qualifications have been loaded into the recruit file, the following must be available: A training seat, basic training (BT), option, weekly limit, basic airborne training seat (if airborne training is desired or required), and a first assignment. For USAR, a valid training seat matching a unit vacancy advertised on Web-based REQUEST.

(1) When Rctg Bdes and Rctg Bns encounter a problem with the reservation process, they should contact HQ USAREC, G-3, Tactical Operations Center.

(2) Should Web-based REQUEST fail, procedures for continuity of the recruiting reservation process are outlined in paragraph E-7.

e. Production management. A number of Web-based REQUEST programs are required to be run at Rctg Bde and Rctg Bn levels as they provide valuable management data. These programs are listed in appendix P.

NOTE: DEP override capabilities are at the Rctg Bde and above level only.

#### **E-3. Responsibilities**

Responsibilities for Web-based REQUEST operation and procedures within the GC section are as follows:

a. SGCs will supervise operation of Web-based REQUEST to ensure proper cost effective and efficient use of all terminals and programs, accuracy of input data, and prevention of system and reservation abuses as outlined in paragraph E-5, and compliance with this regulation by all GC personnel assigned.

b. GCs will be knowledgeable in mechanical and functional operations of the terminal to ensure maintenance of the equipment and that correct programs are used to perform location, qualification, and reservation operations.

c. FSR2S Program recruiters have unique capabilities and responsibilities as recruiters. They are responsible for the operation of the Web-based REQUEST as outlined for GCs in b above.

d. The S-3 will advise the Rctg Bn commander of pertinent aspects of Web-based REQUEST use and abuse, inspection findings, and management reports data.

e. Liaison noncommissioned officers at United States Army Reception Battalions (USARECBNs) will:

(1) Retrieve necessary data from the system to verify and resolve cases of disqualification or Web-based REQUEST abuse.

(2) Provide feedback information to HQ USAREC on invalid data and accession flow in accordance with USAREC Reg 600-8.

#### **E-4. Security**

a. Web-based REQUEST is classified highly sensitive according to the provisions of AR 25-2. The classified component of Web-based REQUEST includes all data files, the entire database, and all computer programs. At a minimum, all systems of records will be safeguarded

in accordance with AR 25-55. Web-based REQUEST users must post notification of authorized users only in all terminal areas. The system initiation procedures, including all user passwords, ID numbers, telephone access numbers, and location IDs are also highly sensitive. These ID numbers, telephone access numbers, and location IDs must not be displayed in the terminal area. Additionally, all input to and output from the system that contains personal information (i.e., names, SSNs, aptitude test scores, and any other personal data) is governed by the provisions of the Privacy Act of 1974 and will be treated accordingly. As a result, GCs will exert every effort to ensure that any documents produced that include any of the above specified information are destroyed in accordance with the provisions of the Privacy Act.

b. General security provisions. A large amount of the information that is contained in Web-based REQUEST is subject to user manipulation and retrieval, and therefore the privileged nature of this information must be recognized. The provisions of AR 25-55, AR 340-21, and the Privacy Act of 1974 govern the release of personal information that may be obtained from Web-based REQUEST.

c. Rctg Bde and Rctg Bn commanders will assign, in writing, a TASO where a terminal is located. The TASO is responsible for the following:

(1) Issuing instructions specifying security requirements and operating procedures.

(2) Ensuring that each terminal user's identity, need-to-know level of clearance, and access authorizations are established commensurate with the data available from that terminal.

(3) Managing the control and dissemination of user and file ID numbers and passwords for Web-based REQUEST and GCR.

(4) Implementing controls to prevent entry of unauthorized transactions or data over Web-based REQUEST terminals.

(5) Ensuring local compliance with security operating procedures for that terminal site.

(6) Taking all possible actions to ensure overall system security.

(7) Reporting to the Web-based REQUEST automatic data processing system security office all practices dangerous to overall system security and all instances of security violation through HQ USAAC, ATTN: ATAL-ISI, 1307 3rd Avenue, Fort Knox, KY 40121-2726.

(8) Access codes will be changed every 6 months or on departure of a user, whichever occurs first.

d. Rctg Bde and Rctg Bn commanders will designate, in writing, authorized Web-based REQUEST users.

e. Minimum security requirements. Telephone access numbers, passwords, location IDs, and all other access codes constitute restricted information that cannot be posted in the terminal area or displayed in any way where unauthorized personnel may see them. Only authorized users may have access to these codes. Users

may not exchange or transfer access codes or passwords. Any output from Web-based REQUEST that contains personal information must be kept in a secured place and any information that is to be discarded must be disposed of in accordance with the local security regulations or directions.

f. At no time will an individual log into Web-based REQUEST using another person's login ID and/or password.

#### **E-5. Web-based REQUEST abuses**

a. The following are considered system abuses and are prohibited for all enlistment types, RA and USAR, unless otherwise noted.

(1) Duplicate reservation. Two or more reservations on file simultaneously with the same SSN or for the same applicant. (Except SP1 and SP2 reservations for USAR.)

(2) Late cancellation. A reservation that is canceled after the scheduled enlistment date (ship date for USAR, NPS, SP1, and SP2).

(3) Early ship. DEP enlistee who is brought onto active duty (AD) prior to the recruit ship week (RSW) within which his or her scheduled RA enlistment date falls. This is not to be confused with a pull-forward which is defined in USAREC Pam 25-31.

(4) Late ship. DEP enlistee who enlists in the RA after scheduled recruit ship date (applies to USAR, NPS, SP1, SP2, and PST).

(5) Phantom or bogus enlistment. Verification as an accession of a reservation made for a fictitious applicant.

(6) Improper sex coding. Reservation made for an applicant based on incorrect input of sex code.

(7) Unqualified applicant. Input of inflated ASVAB test scores or qualification data that is not valid. Reservations will not be made nor held for unqualified applicants.

(8) Swapping. Enlisting an applicant under a reservation made for a different individual. Each individual must possess a reservation, which bears his or her correct name and SSN prior to enlistment.

(9) Uncommitted applicant reservation. A reservation made for an individual who does not execute an enlistment agreement immediately (e.g., reservation is made for applicant without executing a DD Form 4 series (Enlistment/Re-enlistment Document - Armed Forces of the United States) with the intention of allowing the applicant time to think about it). An authorized exception to this is for the FSR2S applicants who have a temporary reservation that must be confirmed or canceled within 7 calendar days of reservation date.

(a) A reservation for an RA applicant may be held until the next duty day, pending completion of enlistment processing only (USMEPCOM). Reservations will not be held over the weekend.

1. Applicants that have not completed enlistment processing by the following day must have their Web-based REQUEST reservation canceled.

2. A reservation for an RA applicant can be held up to 5 days in the Far East but not past the end of the recruit ship month (RSM).

3. In no case will a reservation be held over past the end of the recruit contract month (RCM) (i.e., reservation made on last Monday of the RCM and contracted Tuesday of the new RCM).

(b) Reservations for USAR applicants will not be made and held over to the next working day under any circumstances.

(10) Advance reservation. A reservation made for an applicant prior to the applicant's arrival at the MEPS for enlistment that day (e.g., reserving a school seat for an applicant that is not physically at the MEPS for enlistment that day).

(11) Unsubstantiated reservation. A reservation made for an applicant that contains any data not substantiated by appropriate documentation (i.e., DD Form 1966 series (Record of Military Processing - Armed Forces of the United States) and DD Form 4 series) prior to entering Web-based REQUEST.

(12) Mission box fraud by securing a reservation with incorrect education level and/or Armed Forces Qualification Test (AFQT), requesting a change to a lower education level and/or AFQT after the close of the RSM. Detected by comparing DD Form 1966 series, REQUEST printout, and USMEPCOM PCN 680-3ADP.

(13) The completion of an applicant's data using fraudulent data in Web-based REQUEST and GCR is prohibited. The only exception is to input data for a reevaluation believed justified (RBJ) for a DEP member who requires renegotiation.

(14) MOS substitution. Changing a Soldier's MOS to another MOS within the same career management field (CMF) that is not a substitutable MOS. Only MOS to be entered into Web-based REQUEST as the primary military occupational specialty (PMOS) is that verified by military document and/or is confirmed by the Enlistment Inquiry Section (EIS). For applicants from another Armed Forces component for which an MOS does not convert in accordance with DOD 1312.1-I will be entered as 09B.

(15) GC SSN substitution. The GC must enter his or her own SSN when completing a reservation on Web-based REQUEST.

b. All of the above can be detected at Rctg Bn level.

#### **E-6. Management and production programs**

Web-based REQUEST contains valuable management information for each commander involved with Web-based REQUEST. Commanders are encouraged to use these reports to the extent required for management of their commands. It is incumbent upon commanders at all levels to monitor Web-based REQUEST use and ensure it is being used cost effectively within their commands.

#### **E-7. Alternate procedures for terminal or system failure**

a. In the event a terminal becomes non-operational and no other terminal is immediately available, GCs should contact their respective Rctg Bn operations section, which will access

the system and make the reservation. The HRC Web-based REQUEST Office has established alternate commercial access directives. If terminal failure is at a USARECBN, liaison non-commissioned officers should call HQ USAREC for system access and programs.

b. In the event of system failure, notify HQ USAREC, G-3, Operations Division, immediately of the system failure through command channels.

c. Notify HQ USAAC, Service Oversight Center at 1-800-223-3735, extension 61700.

## **Appendix F**

### **Quality Control Procedures and Scheduling of Applicants**

#### **F-1. Purpose**

This appendix establishes policies and procedures to ensure complete and accurate enlistment records and applicant scheduling procedures.

#### **F-2. General**

a. QC procedures are established to preclude processing unqualified applicants at MEPS and to provide the GC with a prescreened enlistment packet.

b. The QC will be accomplished prior to processing any applicant for job selection and enlistment, to ensure the packet is complete and correct in accordance with AR 601-210. This QC will be completed the same day it is received in the GCR inbox or 72 hours prior to the applicant's scheduled floor date. At no time will an applicant be enlisted into the DEP, DTP, or DS with a NO-GO packet.

#### **F-3. QC procedures**

The QC process begins with a projection created by the recruiter. The following QC procedures will be implemented:

a. All enlistment packets will be reviewed by a qualified GC and given either a "GO" or "NO-GO" status. This will be accomplished through the GCR links inbox.

NOTE: In GCR, approved is the same as GO and disapproved is the same as NO GO.

b. Listed below is the QC cycle of every applicant's enlistment packet:

(1) Initial QC - A GC QC workflow is initiated when the recruiter projects an applicant for DEP-in. Selecting the link in GCR can also generate the workflow. The GC will run the e-validation report to check the enlistment record for administrative errors. GCR will create a QC summary document and place the document into the Core Admin folder and send the workflow notification to the GCR inbox. As GCs QC the packet and either approve (GO) or disapprove (NO GO) the packet, an e-mail notification will be sent to the recruiter, RS commander, and both members of the CLT. This e-mail will inform the recipient who performed the QC, the status of the enlistment record and any comments the GC has added. When the QC is completed, the workflow is removed from the GC inbox. In order for the enlistment record to be considered a GO, it must pass all four levels of validation.

(a) Use scanned source documents, transmitted by the recruiter in the QC72 file to perform QC checks.

(b) View and identify all source documents using the QC72 shortcut installed on the GC's desktop prior to transferring them into electronic records management (ERM). The GC will use the Select a Person screen from GCR to identify projections for QC checks.

(c) Ensure QC workflow is completed no later than 2 processing days prior to the applicant's arrival for enlistment.

(d) Run the e-validation report to check the

enlistment record for administrative errors. GCR will create a QC summary document and place the document into the "Core Admin" folder and send the workflow notification to the GCR inbox.

(e) QC the packet and either approve (GO) or disapprove (NO GO) the packet and annotate any discrepancies in the command section, to include the absence of source documents in the QC72 file. An e-mail will be sent to the recruiter, RS commander, and both members of the CLT. This e-mail will inform the recipient who performed the QC, the status of the enlistment record and any comments the GC has added. When the QC is completed, the workflow is removed from the GC inbox. In order for the enlistment record to be considered a GO, it must pass all four levels of validation and have all source documents from the QC72 file scanned into ERM.

(2) DEP-in QC - DEP-accession QC workflows are initiated by signing the DD Form 2366 (Montgomery GI Bill Act of 1984 (MGIB) (Chapter 30, Title 38, US Code) Basic Enrollment) for RA and the Selective Reserve Montgomery GI Bill (MGIB) form for USAR applicants. This creates another QC summary designed for the SGC to review prior to sending the applicant to the MEPS control desk for further processing. Information that has been changed between the GC QC and the initial QC are listed on the top portion of the QC summary in what is called the Diff section (different since last summary sheet). The SGC conducts his or her portion of the enlistment interview and either approves or disapproves the QC workflow.

(3) Day after QC - The Rctg Bn operations QC workflow is initiated by receiving an "End of Day" code of "E" (enlisted) or "R" (RENO) from Web-based REQUEST when the applicant has been "Verified" by the SGC. This workflow is similar to the DEP-in QC workflow as it contains a Diff report at the top on the QC summary sheet. The Diff report contains any changes made after the creation of the previous report. The day after check is to ensure the MEPS are doing business according to current regulations and policy. Special items of interest should be checked for incomplete QCs and to ensure that technical check (tech check) and National Agency Check and Local Check (NACLC) have been submitted properly. When errors are found, the operations section will disapprove the workflow and complete any remarks required. Notification of a disapproved Rctg Bn operations QC is sent back to the SGC for corrective action.

(4) Bn S-3 QC - Requirement for S-3s to conduct a random 20 percent QC check remains in effect with the implementation of GCR. Currently Rctg Bn operations do not have the capability to check for documents that are scanned into ERM after enlistment. Rctg Bn S-3s will continue to check for annex completion, proper incentives selected, SF 86 (Questionnaire for National Security Positions) completion and accuracy of information, USAREC Form 1104 (Enlistment Eligibility Questionnaire) and SF 86 matching court documents, waiver paperwork in place, and overall applicant eligi-

bility. There is currently a plan to have the S-3 sent a workflow of 20 percent of all enlistment packets to QC. In the interim, Rctg Bn S-3s need to log and track the packets they QC. Recommendation is that the Rctg Bn S-3 select one set day of the week and QC all of the enlistments for that particular day. This will satisfy the 20 percent requirement.

(5) Before ship QC - A before ship QC workflow is initiated 30 days prior to the applicant's scheduled ship date. GCR will select all applicants whose ship date is within 30 days that do not have a pending or completed before ship QC. GCR will create the QC summary with Diff report and route the workflow to the MEPS GCR inbox. GCs will perform the before ship (7- to 30-day) QC and annotate any comments or documents required for the applicant to ship and either approve or disapprove the workflow. An e-mail notification is sent to the recruiter, RS commander, and both members of the CLT, as well as the Rctg Bn operations section informing them that the QC has been completed and what action is required. When the workflow is completed the workflow is removed from the inbox.

(6) Ship QC - Ship counselor QC workflow will create another QC summary designed for the SGC to review prior to the applicant's enlistment. Information that is changed between the before ship QC and the ship QC and are listed in the Diff section of the QC summary sheet. The SGC will conduct his or her portion of the enlistment interview and approve or disapprove the QC and review and sign the applicant's DD Form 4/3 with the applicant.

(7) Day after ship QC - The day after QC workflow is initiated when the end of day code of "V" (Shipped) from Web-based REQUEST when the applicant has been verified by the SGC. This workflow is similar to the DEP-accession workflow as it contains a Diff report at the top of the QC summary sheet. The Diff report will contain any changes made after the creation of the previous report. The day after check is to ensure the MEPS and GC shop are doing business according to current policy and regulations.

NOTE: The quality control noncommissioned officer will be responsible for all packets that they QC. All packets that are determined to be "GO" records during QC and are later found to be "NO-GO" records, and the discrepancies were of no fault of the applicant (i.e., GC error) will be corrected by that GC.

c. Processing qualified applicants with complete enlistment records will always be the first priority. Applicants will not be processed with incomplete or NO-GO enlistment records.

d. All enlistment records will be checked by a qualified GC, who is assigned to the MEPS, using AR 601-210, chapters 2 and 3, and US-AREC Reg 601-101, to verify basic eligibility and AR 601-210, chapter 5, to check the accuracy of the entries on the DD Form 1966 series. When the GC detects a questionable education credential, the applicant's enlistment record will be referred immediately to the Rctg Bn education services specialist for verification of the applicant's education status.

e. The GC will place emphasis on comparing the applicant's source documents to the applicant's data contained in GCR and the GCR USMEPCOM PCN 680-3ADP data to ensure the following data matches:

- (1) Personal information.
- (2) Education.
- (3) NPS or PS status.
- (4) Recruiter of credit.

f. Any discrepancy in the GCR record and the enlistment documents must be corrected prior to the applicant selecting an MOS or enlisting.

g. The MT will obtain a copy of all the QC summary reports on all QC'd packets for the day from the Rctg Bn operations section via GCR at the close of each business day to be used as a training tool.

h. As the recruiter corrects errors in the applicant's enlistment record, he or she must replicate the new data to the GC shop, this will update the applicant's record in GCR.

#### **F-4. Projection rosters**

Projection rosters are defined as follows for the purpose of this regulation.

a. Projection roster. The initial roster turned in with projections for the next processing day according to MEPS SOP.

b. Add-on roster. Any roster turned in after the initial roster for next day processing. In some cases this is also referred to as a hold-over roster.

c. Holdover roster. Used to identify applicants who could not complete processing that day and must be held over for the next day's processing. Applicants indicated as holdovers will appear on the next day's processing list (PL). The SGC will ensure that this roster is turned in to MEPS personnel in accordance with local MEPS SOP.

d. Walk-in roster. Any applicant that requires processing that did not meet the cutoff for the initial projection roster. The roster turned in for same day processing.

NOTE: Local MEPS policy will dictate specific cutoff times for different rosters and number of walk-ins allowed.

#### **F-5. Scheduling of applicant processing**

a. All applicants will be scheduled for processing by the recruiter transmitting their records via the Army Recruiting Information Support System (ARISS) to GCR a minimum of 72 hours (3 processing days) prior to the applicant's arrival for processing at MEPS.

b. The Rctg Co 1SG will contact the SGC at a time established in the GC shop SOP to confirm projections for the next processing day. This is to ensure that all applicants processing are scheduled for lodging and meals, and will receive red-carpet treatment during their processing.

c. After all projections have been confirmed, submit USMEPCOM Form 727-E to MEPS using MIRS after ensuring all entries are complete and accurate in accordance with USMEPCOM Reg 715-4.

#### **F-6. Exceptions to policy**

Requests for exceptions to policy (ETPs) for qualifications and standards contained in AR 601-210 and/or QUALS will be sent by a workflow generated from GCR. The GC or the Rctg Bn operations section can initiate the ETP workflow. The workflow provides the approving authority with a direct link to the applicant's enlistment documents in ERM. The exception workflow is routed to the Rctg Bn operations section where they review the request and either approve or disapprove the exception. If the approval authority is Rctg Bde or higher, they then forward the exception to the Rctg Bde operations section. If the Rctg Bde cannot approve or disapprove the exception, they will forward the exception to the appropriate HQ USAREC section. When a final disposition is received the results of the workflow is sent back to GGR, the SGC, and the Rctg Bn operations NCO by e-mail informing them of the outcome of the exception. When the applicant enlists or ships, the reason for the exception, approver's name, and date the exception was given will be printed in the Remarks section of the DD Form 1966/4.

a. HQ USAREC, G-3, Operations Division, Policy Branch, will process:

- (1) 1-10 exceptions.
- (2) Retention control point issues\* (see NOTE below).
- (3) Color vision\* (see NOTE below).
- (4) Documentation issues (i.e., unofficial college transcripts).
- (5) MOS qualification issues.

NOTE: An asterisk "\*" indicates that HQ USAREC, G-3, Operations Division, Policy Branch, will call HQDA for approval.

b. HQ USAREC, G-3, Operations Division, Waivers Branch, will process:

- (1) Reenlistment eligibility code issues.
- (2) Grade determination issues.
- (3) Reserve and National Guard discharge issues.

c. HQ USAREC, G-3, Operations Division, Tactical Operations Center. All RA and USAR exceptions will be sent by workflow to RO-RA-EXCEPTIONS.

- (1) DEP control.
- (2) Three point line scores.
- (3) Shipment outside of scheduled RSW.
- (4) Special test score exception.

NOTE: More than three point line scores will be forwarded to Department of the Army (DA), via HQ USAREC (RCRO-O-T), for approval or disapproval.

d. G-3, Operations Division, Waivers Branch, will handle all clarification of moral or waiver issues.

e. All pertinent information and circumstances that justify an exception will be given to the Rctg Bn operations section.

f. Line score exceptions will continue to be called in to the Recruiting Operations Center. If the exception is approved the Recruiting Operations Center NCO will enter his or her name, rank, the type of exception, and the date the

exception was approved in the "Remarks" block of the override screen. The exception will print in the Remarks section of the DD Form 1966/4.

g. All telephone exceptions through HRC EIS will be entered in the Remarks section of the DD Form 1966/4 manually by entering the information using the free-form remarks in the Packet Prep menu. This is one of the only authorized exceptions to be entered on the DD Form 1966 series through the free text program. All other exceptions will be printed in the Remarks section by GCR.

h. All approved or disapproved exceptions will be documented in the Remarks section of the DD Form 1966/4 and included in the enlistment record.

## **Appendix G**

### **Procedures for Enlistment into the Delayed Entry Program and Delayed Training Program**

#### **G-1. Purpose**

a. This appendix is used to establish policies and procedures used in enlisting applicants into the DEP and DTP.

b. The establishment of standardized DEP and DTP procedures is designed to reduce the number of erroneous enlistments commandwide and to allow for optimal time management for the GC.

#### **G-2. Reception of applicants**

The GC shop is required to:

a. Check in all applicants processing that day and ensure they have the appropriate paperwork and documentation required (i.e., physical, special testing, etc.).

b. Collect all enlistment and ship documents from applicants.

c. Provide all shippers with their original DD Form 2807-1 (Report of Medical History) and DD Form 2808 (Report of Medical Examination) so they can complete their physical inspection.

d. Verify if any new USAREC messages or directives have been published on the GC Web site and notify the SGC and GC shop as needed.

e. As applicant dispositions are known throughout the processing day (i.e., enlisted, failed test, permanent medical rejection (PMR), temporary medical rejection (TMR), etc.), the SGC will record the data on the USMEPCOM Form 727-E. GCR will update the Select a Person screen when an applicant enlists (E) or ships (V). The dispositions entered in GCR are transmitted to DA and other levels of the command to monitor floor activity.

NOTE: The GCR PL will be updated with the applicant's arrival status once the MEPS control desk has checked in the applicant.

#### **G-3. DAT requirements**

a. In accordance with AR 601-210 each applicant for enlistment will be tested for the presence of alcohol and drugs at the time of initial MEPS physical examination (PE) or initial processing for the RA or USAR. Any applicant that refuses to submit to these tests will not be allowed to continue processing for enlistment into the DEP, RA DS, or USAR (no exception or waiver is authorized).

b. MEPS will conduct the required testing and notify the recruiting services of the test results in accordance with USMEPCOM Reg 40-8.

c. Applicants who test positive for marijuana or alcohol on their initial test are not eligible for enlistment for a period of 6 months from the initial test date. Applicants testing positive on the second test will not be eligible for enlistment for 24 months. Applicants testing positive on the third test are to be permanently disqualified for military service.

d. Waiting times and guidelines for testing positive for cocaine are outlined in AR 601-210.

#### **G-4. General procedures for enlistment into the DEP or DTP**

After the applicant has passed all required MEPS processing (i.e., physical and testing requirements), the SGC will designate a GC to enlist the applicant. The enlisting GC:

a. May need to initiate a new QC to check the Diff report (different since last summary sheet) to see if the applicant's enlistment record has changed in any way.

b. Verifies all source documents previously transferred into ERM with the original source documents hand-carried by the applicant. Scans in all documents not already included in the applicant's enlistment record into the appropriate folder in ERM. The GC will deny enlistment to any applicant with incomplete or erroneous documentation and/or records until such time as all necessary corrections have been made and all records are complete.

c. Reviews the DD Form 2807-2 (Medical Prescreen of Medical History Report) and DD Form 2808. Specifically questions the applicant on tattoos and the use of drugs or alcohol. If discrepancies exist and/or the applicant did not have a DAT, the applicant must return to the MEPS medical section in order to correct the discrepancies prior to enlistment. Special emphasis will be placed on DAT and HIV results for PS and DOS applicants.

NOTE: The GC will have to scan the DD Form 2807-2 and DD Form 2808 or the working copy of these forms into the medical folder in ERM.

d. The GC will ask the following questions and inform the applicant that concealment of any disqualifications may result in early discharge from the Army for fraud:

- (1) Have you ever been arrested?
- (2) Have you ever been detained?
- (3) Have you ever been issued a summons, citation, or ticket by any law enforcement official?
- (4) Have you ever been on probation?
- (5) Have you ever appeared in court as the accused?

(6) Do you have any unpaid traffic tickets to include parking tickets?

(7) Do you have any fines that have not been paid for any offense?

(8) Do you or have you ever had any offense expunged, set aside, or sealed by the court? Has anyone told you not to reveal this fact?

(9) Do you or have you ever in your lifetime been cited, arrested, or charged for any crime as a juvenile?

(10) Is there anything that you would like to discuss with me pertaining to your past criminal, juvenile, motor vehicle, or civil record?

(11) Have you ever been issued a restraining order or been detained for domestic violence or abuse?

(12) Did you accurately reveal your entire medical history during your PE?

(13) Do you have any children, pay child support or alimony, have you been divorced or separated, or are you in the process of divorce?

(14) If married, is your spouse in the military, active or reserves?

e. Verify the GCR USMEPCOM PCN 680-3ADP data and make corrections as needed. If at anytime corrections are needed to the applicant's Build, the corrections must be done in GCR.

f. Make a final determination of the applicant's qualifications based on enlistment eligibility criteria in accordance with AR 601-210 (education, dependents, moral, PS, etc.).

g. Confirm with the applicant his or her true dominant buying motive.

h. Not enlist any applicant into the DEP or DTP unless his or her enlistment record has been placed in a GO status.

i. Submit USMEPCOM PCN 680-3ADP data to Web-based REQUEST. If corrections need to be made to the applicant's Build at anytime, they must be done in GCR.

#### **G-5. Reservation processing**

a. The reservation function is the core of Web-based REQUEST. To successfully complete a reservation for an applicant whose record has been submitted to Web-based REQUEST, the following must be available: A BT seat, training seat, available option, weekly limit, basic airborne training seat (if airborne training is desired or required, an approved airborne physical from MEPS must be completed prior to the job being pulled), and a first assignment. For USAR, a valid training seat matching a unit vacancy advertised on Web-based REQUEST.

b. Web-based REQUEST will be used to secure a reservation for all applicants who have selected an MOS, program(s), and/or option(s) and will comply with appendix E pertaining to Web-based REQUEST abuses.

c. Every applicant must possess a valid Web-based REQUEST reservation prior to enlistment in the DEP or DTP.

d. Reservations will only be made for individuals who possess a valid SSN verified by documentation in accordance with AR 601-210.

e. The GC and FSR2S recruiter will attempt to sell the applicant an MOS, program(s), and/or option(s) matching those with the needs of the Army and the dominant buying motive of the applicant. Special emphasis will be placed on those critically short and priority MOSs reflected on DEP control messages, e-mail traffic, and/or directives from higher headquarters.

(1) Initially, the GC and FSR2S recruiter will utilize the SEARCH mode in Web-based REQUEST to identify a list of available MOSs to sell the applicant.

(2) In some cases, the LOOKUP mode may be used for an applicant who is a hard sell or desires an MOS that is identified as critically short.

f. Prior to securing a reservation on Web-based REQUEST, the GC and FSR2S recruiter will ensure the applicant qualifies for the MOS and/or option(s) selected by reviewing AR 601-210, DA Pam 611-21, and the Web-based REQUEST QUALS file and the current USAREC

incentives message. If the applicant qualifies, the GC and FSR2S recruiter will show the proper video segment of the MOS desiring to select and have the applicant read AR 601-210, tables 9-2, 9-3, or 9-4, line 6. When the applicant agrees to the MOS, the GC or FSR2S recruiter will make the reservation.

(1) GCR will print the proper statement indicating the applicant has been shown the MOS video.

(2) If for any reason the video segment cannot be shown, the GC will have the applicant read the appropriate paragraphs in DA Pam 611-21 pertaining to his or her selected enlistment MOS.

g. Information displayed on the Web-based REQUEST reservation printout must be accurate and in agreement with the appropriate enlistment documents required by AR 601-210.

h. RA reservations may be made and held over until the next working day for applicants pending completion of enlistment processing through USMEPCOM only.

(1) Applicants that do not complete enlistment processing by the following day must have their Web-based REQUEST reservation canceled.

(2) A reservation for an RA applicant can be held up to 5 days in the Far East but not past the end of the RSM.

(3) FSR2S applicants, RA and USAR, have up to 7 calendar days to complete their enlistment processing. Additionally, an FSR2S recruiter that makes a USAR reservation will change the "enlistment date" to the actual MEPS processing date within the 7-day temporary reservation processing window.

(4) If at anytime the applicant's reservation is canceled, the cancellation printout must be scanned into the applicant's DEP/DTP Admin folder in the ERM database. An FSR2S applicant that is canceled as an "ND," same day no DEP loss, by the recruiter before going to MEPS does not require scanning. All other FSR2S cancellations do require scanning.

#### **G-6. GC procedures after making the Web-based REQUEST reservation**

a. The enlisting GC will congratulate the applicant and prepare him or her for the Oath of Enlistment.

b. All enlistment forms will be prepared using GCR.

c. Prior to forwarding the applicant to the MEPS control desk for further processing, the GC will:

(1) Ensure the applicant understands his or her enlistment MOS, term of service, BT location, incentives, and first duty assignment (if the applicant is enlisting under Program 9B - US Army Station/Unit/Command/Area Enlistment Program).

(2) Complete the DD Form 1966/3. The GC will have the applicant sign block 29c and initial in block 32c. Block 32c will remain blank until ship day for all PS and DOS applicants. The GC will complete all entries in blocks 30 and

31. The DEP-in GC will sign his or her name in block 31e.

(3) GCR will place the appropriate enlistment statements on DD Form 1966/3, block 32, in accordance with AR 601-210. All required statements and unique processing procedures taken to enlist the applicant will be printed on DD Form 1966/4, Remarks section.

(4) Complete and sign with the applicant the automated enlistment annex and DD Form 2366.

(5) The applicant and GC will sign DD Form 1966/3.

(6) Have the applicant sign the medical and general release forms.

(7) Complete USAREC Form 1196 (Statement of Understanding - Prohibited Activities Between Recruiting Personnel and Delayed Entry Program and Delayed Training Program Members) (see fig G-1) and scan into GCR under DEP folder. Forward original form to RS for completion by RS commander and CLT.

(8) Brief the applicant concerning the requirement of Sure Pay (SF 1199A (Direct Deposit Sign-Up Form)) prior to shipping for AD or initial active duty for training (IADT).

d. Review with the applicant one final time his or her enlistment qualifications (moral, dependency, etc.). This will prepare the applicant for the preenlistment interview (PEI) accomplished by MEPS personnel prior to taking the Oath of Enlistment.

e. Ensure all source documents have been scanned into ERM.

f. Inform the applicant that original birth certificates, marriage licenses, and divorce decrees, if applicable, are required for enrolling dependents into the Dependent Eligibility Enrollment Reporting System at the USARECBN and must be hand-carried.

NOTE: All signatures required at DEP-in or DTP-in and enlistment into the RA DS will be accomplished using the electronic signature pad.

g. For NPS applicants the following documents will be printed for MEPS processing:

(1) DD Form 1966/1 completely coded for DEP-in or DTP-in (RA and USAR).

(2) A current USMEPCOM PCN 680-3ADP with all current data (RA and USAR).

(3) The REQUEST reservation sheet for the applicant (RA and USAR).

(4) The automated DEP-in enlistment annex (the applicant's copy printed from GCR) (RA only).

(5) The automated DTP enlistment annex (the applicant's copy printed from GCR) (USAR only).

(6) A copy of the DD Form 2366 (RA only).

(7) A copy of the DA Form 5435-R (Statement of Understanding - Selected Reserve Montgomery GI Bill) (USAR only).

(8) Preaccession interview (PAI) or PEI SF 86.

(9) PAI or PEI certification SF 86.

h. The SGC will conduct a final review of the applicant's enlistment record to ensure its completeness and accuracy prior to referring the

applicant to MEPS personnel for the PEI, ENTNAC, and swear-in ceremony.

i. Upon return of the completed DD Form 4 series, the SGC will review with the applicant the appropriate entries to ensure all data is correct based on the Web-based REQUEST reservation and source documents.

(1) The applicant and SGC will initial any erasures or corrections made except those erasures or corrections made in these areas:

(a) Date of enlistment.

(b) Term of service.

(c) Approval and acceptance.

(d) Confirmation of enlistment.

NOTE: Any erasures or corrections made in these areas are not permitted and require a new DD Form 4 series.

(2) Have the applicant read while the SGC explains the appropriate portions on the DD Form 4 series through section D.

(a) Have the applicant read and initial items 8c and 13a.

(b) Have the applicant respond appropriately to section D prior to placing his or her signature in item 13b.

(c) SGC will complete, sign, and date item 14.

(d) GC will scan all documents into the proper folder of the applicant's ERM DEP Admin folder.

#### **G-7. Procedures for handling a QNE**

a. During the GC interview, if the GC cannot sell the applicant on an available MOS, the applicant will be referred to a different GC, if time and the situation permits. If all attempts fail to sell the applicant, then the applicant will be referred to the SGC.

b. If the SGC cannot sell the applicant, prior to ceasing applicant processing, the SGC will contact the recruiter, the RS commander, and finally the Rctg Co 1SG to assist in preventing a QNE.

c. The following are not to be considered a QNE towards a GC's QNE rate:

(1) PMR.

(2) TMR.

(3) Law - Requires additional law enforcement checks.

(4) Moral - Morally disqualified.

(5) Admin - Administratively disqualified (i.e., dependency, missing documents).

(6) Option - No enlistment option available for the applicant.

(7) Window - DEP, DTP, or DS constraints prohibit enlistment through no fault of the applicant and no exception can be granted with any alternative option available.

(8) INSCOM - Option requires United States Army Intelligence and Security Command interview.

(9) Elopement - Applicant departed MEPS without permission.

(10) Tests - Requires additional testing in order to enlist.

(11) EIS-PS - Applicant cannot enlist due to pending approval from HRC EIS.

d. No applicant will ever leave the floor with-

out the CLT and BLT being notified of the situation.

#### **G-8. GC actions after Oath of Enlistment**

Once the applicant swears in and returns to the SGC with a signed and completed DD Form 4 series, the SGC will:

- a. Confirm the enlistment by reviewing the DD Form 4 series.
- b. Scan DD Form 4/1 and DD Form 4/2 into the applicant's DEP/DTP folder in the ERM database.
- c. Once the enlistment is validated, the SGC will go to the Web-based REQUEST "Pending DEP Swear In" for RA or "Pending ENL Confirm" tab for USAR and confirm the enlistment. If the wrong applicant is accidentally confirmed:
  - (1) Go to the "DEP Unconfirmed" tab for RA applicants and right click on the incorrect name and then left click on "DEP Unconfirmed" to return it to the "Pending DEP Swear-In" tab. This corrects the error for RA applicants.
  - (2) Go to the "ENL Unconfirmed" tab for USAR applicants to return the file to the "Pending ENL Confirm" tab. This will correct the error for USAR applicants.
- d. Complete red-carpet treatment through congratulations, taking the new Soldier's picture for the RS Future Soldier display board; issuing the DEP and DTP Welcome Kit, DEP or DTP T-shirt, and DEP or DTP ID card; and arranging for transportation home through the appropriate RS.

#### **G-9. Disposition of enlistment packets following DEP or DTP**

- a. All enlistment records will be maintained in the ERM database.
- b. Documents received after enlistment or accession (i.e., high school diploma (HSD), driver's license, dependent verification, etc..) will be scanned into the appropriate folder in the ERM database.
- c. After DAT and HIV results are received in MIRS, GCR will place the applicant's record in a print pending status. The GC will print the applicant's packet and make the appropriate amount of copies required by the MEPS SOP. The applicant's record will then be taken to the MEPS breakdown section for further processing.

#### **G-10. Managing DAT, HIV, and tech check results**

- a. When DAT and HIV results are updated through MIRS, the information is passed to GCR. This will keep the applicant's record updated.
- b. If no DAT results are received within 7 days or if the DAT results are positive for a disqualifying substance, the SGC will receive an e-mail generated by GCR informing him or her that something is wrong with the applicant's DAT. The SGC must print a USMEPCOM PCN 680-3ADP from the MIRS terminal to determine the exact problem.
- c. The same applies for HIV test results, if no results are received in 72 hours or if the results are positive for HIV, the SGC will receive an e-

mail generated by GCR informing him or her that something is wrong with the applicant's HIV test. The SGC must print a USMEPCOM PCN 680-3ADP from the MIRS terminal to determine the exact problem.

NOTE: Management of the tech check requirements can be found in appendix J.

#### **G-11. Additional forms required for applicant processing**

- a. USAREC Form 1104 (see fig G-2) is to be used for all applicants. It asks questions concerning law violations not covered by SF 86.
- b. USAREC Form 1241 (Tattoo Screening) (see fig G-3).
- c. USAREC Form 1242 (Army Preprocessing Drug Screening Acknowledgment and Consent) (see fig G-4).

**Statement of Understanding**  
**Prohibited Activities Between Recruiting Personnel and**  
**Delayed Entry Program and Delayed Training Program Members**

(For use of this form see USAREC Reg 601- 95)

1. I understand that the U.S. Army strictly prohibits any social activity of a personal, unofficial nature between U.S. Army Recruiting Command personnel and members of the Delayed Entry Program (DEP) and Delayed Training Program (DTP). Prohibited activities include:

- a. Any type of romantic or sexual conduct.
- b. Sharing of lodging.
- c. Sharing of a personal vehicle.
- d. Drinking of alcoholic beverages.
- e. Personal employment, such as babysitting and maintenance work.
- f. Exchange of money; to include loaning, giving, receiving, or borrowing.
- g. Exchange of personal property; to include selling, purchasing, leasing, giving, receiving, loaning, and borrowing.

2. I understand that DEP and DTP functions are official in nature and are not considered personal, social activity; however, the above rules still apply to those functions.

3. I understand that if I become aware of any recruiting personnel violating any of these rules, I will report it immediately to the Battalion Executive Officer whose name and telephone number are:

MAJ Willie D. Madden / (972) 756-0454  
 Name Telephone Number

4. I understand that between recruiting personnel and DEP and DTP members there will be no sex, no dating, no sleepovers, no sharing of property, no drinking of alcohol, no financial deals, no improper touching, no profane language, no verbal sexual suggestions, and no sexual harassment.

**AUTHENTICATION**

SIGNATURE OF GUIDANCE COUNSELOR	SIGNATURE OF APPLICANT	DATE
/signed/	/signed/	010605
SIGNATURE OF STATION COMMANDER	SIGNATURE OF APPLICANT	DATE
/signed/	/signed/	011105
SIGNATURE OF COMPANY LEADERSHIP TEAM	SIGNATURE OF APPLICANT	DATE
/signed/	/signed/	012505

USAREC Form 1196, 1 Jun 2000

V1.00

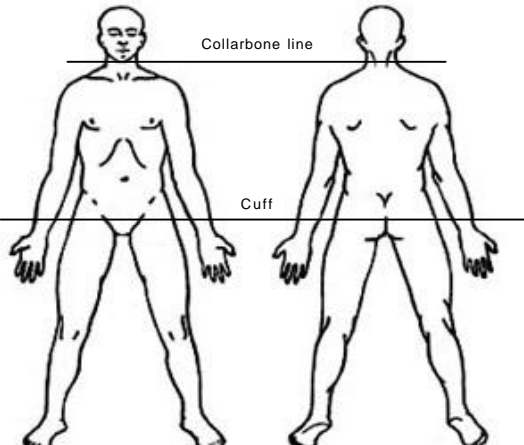
**Figure G-1. Sample of a completed USAREC Form 1196**

<b>ENLISTMENT ELIGIBILITY QUESTIONNAIRE</b> (For use of this form see USAREC Reg 601-96)				
<b>APPLICANT NAME (LAST, FIRST, MI):</b> Rowe, William F.			<b>APPLICANT SSN:</b> 412-35-6789	
<b>PRIVACY ACT STATEMENT</b>				
<b>AUTHORITY:</b> Title 10, United States Code, Sections 504, 508, and 12102.  <b>PRINCIPAL PURPOSE:</b> To determine eligibility of a prospective enlistee in the United States Army.		<b>ROUTINE USES:</b> Information collected on this form will be used to determine eligibility for enlistment into the United States Army. It may be released to law enforcement agencies engaged in the investigation or prosecution of a criminal act or the enforcement or implementation of a statute, rule, regulation, or order, to any component of the Department of Justice for the purpose of representing DOD.  <b>DISCLOSURE:</b> Voluntary; however, failure to answer the question may result in refusal of enlistment into the United States Army.		
The data are for <i>OFFICIAL USE ONLY</i> and will be maintained and used in strict confidence in accordance with Federal law and regulations. Making a knowing and willful false statement on this form may be punishable by fine or imprisonment or both. All information provided by you which possibly may reflect adversely on your past conduct and performance, may have an adverse impact on you in your military career in situations such as consideration for special assignment, security clearances, court martial, or administrative proceedings, etc.				
All <b>YES</b> answers must be explained completely in the remarks section. If the answers include no additional information than what is listed on the SF 86 (Questionnaire for National Security Positions), write "See SF 86 Item # _____" in the space for "NAME AND LOCATION OF LAW ENFORCEMENT AGENCY."			YES	NO
1.	Have you <b>ever</b> been arrested, charged, cited, held, or detained in any way by any law enforcement agency (to include Juvenile Authorities, Police Officers, Sheriff, Department of Natural Resources, Fish and Game Wardens, military police, etc.,) regardless of disposition (whether the case resulted in no charges filed, fine, probation, dismissal, or other disposition)? <b>(This includes traffic tickets.)</b>		X	
<b>DATE OF OFFENSE</b>	<b>NAME OF OFFENSE</b>	<b>NAME AND LOCATION OF LAW ENFORCEMENT AGENCY</b>	<b>NAME AND LOCATION OF COURT</b>	<b>DISPOSITION OF CASE</b>
020599	Speeding	Fort Worth Police Department	Tarrant County Court	Paid Fine - \$256.00
		Fort Worth, TX	Fort Worth, TX	
050403	Leaving the scene of an accident	Arlington Police Department	Tarrant County Court	Paid Fine - \$360.00
		Arlington, TX	Arlington, TX	
2.	Have you been told by anyone (judge, lawyer, any Army personnel, family, friends, etc.,) that you do not have to list a charge because the charge(s) were dropped, dismissed, not filed, expunged, stricken from the record or were juvenile related?			X
3.	Have you been subject to any type of proceedings under the Uniform Code of Military Justice? (This includes courts martial, Nonjudicial Punishment, Captain's Mast, and Article 15's.)			X
4.	Have you ever been charged with any crime that has not been listed in any of the above questions or asked on the SF 86 (Questionnaire for National Security Positions)?			X
<b>REMARKS</b> Use the space below to explain all yes answers that have not been explained in detail on the SF 86 (Questionnaire for National Security Positions).				
<b>TYPED NAME OF APPLICANT</b> (LAST, FIRST, MI)		<b>APPLICANT SIGNATURE</b>		<b>DATE</b> (YYMMDD)
Rowe, William F.		/signed/		050103
<b>TYPED NAME AND RANK OF RECRUITER</b> (LAST, FIRST, MI)		<b>RECRUITER SIGNATURE</b>		<b>DATE</b> (YYMMDD)
Harp, Paul W., SFC		/signed/		050103

USAREC Fm 1104-R-E, Rev 1 Apr 97 (Previous editions are obsolete)

V1.00

Figure G-2. Sample of a completed USAREC Form 1104

<b>TATTOO SCREENING</b> (For use of this form see USAREC Reg 350-6)																
<b>PRIVACY ACT STATEMENT</b> <b>AUTHORITY:</b> Collection of this information is authorized by 10 USC, sections 503, 505, 532, 12102, and Executive Order 9397. <b>PRINCIPAL PURPOSE:</b> Information collected will be used to assist in the prequalification process. <b>ROUTINE USES:</b> Blanket routine use disclosures as described in AR 340-21, paragraph 3-2. <b>DISCLOSURE:</b> Voluntary; however, failure to provide the information may delay or terminate the enlistment process.																
		<ul style="list-style-type: none"> <li>• Mark tattoo/brand on body at left with a number.</li> <li>• Describe tattoo meaning below.</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30px; text-align: center;">1</td><td>Eagle - Right upper arm</td></tr> <tr><td style="text-align: center;">2</td><td></td></tr> <tr><td style="text-align: center;">3</td><td></td></tr> <tr><td style="text-align: center;">4</td><td></td></tr> <tr><td style="text-align: center;">5</td><td></td></tr> <tr><td style="text-align: center;">6</td><td></td></tr> </table>			1	Eagle - Right upper arm	2		3		4		5		6	
1	Eagle - Right upper arm															
2																
3																
4																
5																
6																
<b>INSTRUCTIONS</b>		<ul style="list-style-type: none"> <li>• Recruiter, Recruiting Station (RS) Commander, Company Leadership Team (CLT), and Guidance Counselor (GC):               <ul style="list-style-type: none"> <li>- Review tattoos/brands in accordance with AR 670-1 and current policy.</li> <li>- Forward questionable and all above-collarbhone tattoos/brands through CLT to recruiting battalion (Rctg Bn) with drawings, photos, and USAREC Form 1104 (Enlistment Eligibility Questionnaire).</li> </ul> </li> <li>• Rctg Bn Commander or Executive Officer (XO):               <ul style="list-style-type: none"> <li>- Review all questionable, above-collarbhone, and hand tattoos for compliance with AR 670-1 and current policy and approve or disapprove individual for processing.</li> <li>- Return determination to initiating office (CLT or GC) for appropriate action.</li> </ul> </li> </ul>														
<input type="checkbox"/> I do not have any tattoos/brands. <input checked="" type="checkbox"/> I do have tattoos/brands and I certify the above tattoos and brands list completely and accurately describes all my tattoos and brands. _____ (Initials)																
APPLICANT TYPED NAME AND SSN  Michaels, James W., 123456789	APPLICANT SIGNATURE  /signed/	DATE  010405	DEP-IN	DEP-OUT												
The above tattoos/brands <input checked="" type="checkbox"/> are <input type="checkbox"/> are not <input type="checkbox"/> may not be in accordance with AR 670-1 and current policy.																
RECRUITER TYPED NAME, GRADE, AND RSID  Kelsey, Paul A., SFC, 4C6T	RECRUITER SIGNATURE  /signed/	DATE  010405	DEP-IN	DEP-OUT												
The above tattoos/brands <input checked="" type="checkbox"/> are <input type="checkbox"/> are not <input type="checkbox"/> may not be in accordance with AR 670-1 and current policy.																
RS COMMANDER TYPED NAME, GRADE, AND RSID  Schultz, Kirk T., SFC, 4C6T	RS COMMANDER SIGNATURE  /signed/	DATE  010405	DEP-IN	DEP-OUT												
The above tattoos/brands <input type="checkbox"/> are <input type="checkbox"/> are not <input type="checkbox"/> may not be in accordance with AR 670-1 and current policy.																
CLT TYPED NAME, GRADE, AND RSID	CLT SIGNATURE	DATE	DEP-IN	DEP-OUT												
The above tattoos/brands <input checked="" type="checkbox"/> are <input type="checkbox"/> are not <input type="checkbox"/> may not be in accordance with AR 670-1 and current policy.																
GC TYPED NAME, GRADE, AND MEPS  Harp, Paul W., SFC, C36	GC SIGNATURE  /signed/	DATE  010605	DEP-IN	DEP-OUT												
The above tattoos/brands are <input type="checkbox"/> approved <input type="checkbox"/> disapproved in accordance with AR 670-1 and current policy.																
RCTG BN CDR OR XO TYPED NAME AND GRADE	SIGNATURE	DATE	DEP-IN	DEP-OUT												

USAREC Form 1241, 1 Jun 2003

V1.00

Figure G-3. Sample of a completed USAREC Form 1241

## ARMY PREPROCESSING DRUG SCREENING ACKNOWLEDGMENT AND CONSENT

(For use of this form see USAREC Reg 350-7)

1. I understand that participation in the preprocessing drug screening program is highly encouraged. I further understand that taking the preprocessing drug screening test is voluntary, and that I will be permitted to process for the Army or Army Reserve without prejudice should I decline to participate. I further understand:

- a. This test will test for the presence of marijuana only in my urine sample.
- b. I will be required to participate in a more thorough drug screening program during my physical examination at the Military Entrance Processing Station (MEPS). I have been informed that the test performed at MEPS is mandatory and will test for the presence of marijuana and other drugs in my system.
- c. Should I test positive for marijuana or any other drug at MEPS, I understand that I will be discharged from the Army or Army Reserve Delayed Entry Program and will be disqualified for a period of 6 months to 1 year. If I have any prior military service I will be permanently disqualified from joining the Army or Army Reserve. These actions will occur regardless of a "presumptive negative" indication for the presence of marijuana based on this voluntary applicant drug screening test. I have been informed that MEPS drug screening tests are performed in a controlled laboratory and are more reliable in detecting the presence of marijuana, cocaine, and other substances in urine samples at lower concentration levels.

2. The preprocessing drug screening is conducted by the use of a noninstrumental drug test (NIDT) kit, which will be used to detect the presence of marijuana within urine specimens. Should I consent to voluntarily participate in this drug screening program, I understand that the following procedures must be adhered to:

- a. I will be required to use the cup provided to collect an adequate sample of my urine. This sample collection will be conducted in the privacy of the appropriate designated restroom facility without being observed by any other person (military or civilian).
- b. I will be required to test my sample with an NIDT kit supplied by an Army or Army Reserve representative in accordance with the manufacturer's instructions.
- c. I must dispose of my urine sample and bring both the specimen cup and NIDT kit immediately to the Army or Army Reserve representative assisting me.
- d. I will verify test results with the Army or Army Reserve representative assisting me based on the manufacturer's instructions.
- e. My recruiter will annotate my participation or refusal to participate in the test. I also understand that my result of the test will be annotated in my applicant record.

3. If my test indicates a "presumptive negative" for the presence of marijuana, I will be permitted to complete my processing and access into the Army or Army Reserve provided I meet all other eligibility requirements.

4. If my test indicates a "presumptive positive" for the presence of marijuana, I will not be permitted to begin my processing at MEPS as currently scheduled. I have been informed and understand that one or more of the following administrative actions will be required should my specimen sample indicate a "presumptive positive" result for the presence of marijuana:

- a. I will not be allowed to take the MEPS physical for a period of 30 days.
- b. I will be administered a second NIDT test after the 30-day waiting period, if this test is "presumptive negative" processing can be scheduled.
- c. If I am found to be "presumptive positive" on the second test or any subsequent test, I may be denied further processing and these results could be used in determining my eligibility. The process of subsequent testing, waiting period, and retesting will be enforced and annotated on my applicant record until my subsequent test is "presumptive negative."

5. Information about drug and alcohol use I might disclose and results of my drug screening are protected under the Privacy Act and will be released only as required by that act. This information cannot be used against me in actions under the Uniform Code of Military Justice (UCMJ) or for administrative purposes, except in cases of fraudulent entry into the US Army (Article 83, UCMJ).

Figure G-4. Sample of a completed USAREC Form 1242

6. I have received a verbal briefing concerning the Army's preprocessing drug screening program and I have read and understand the contents of this document. I furthermore elect to consent JWM, or not to consent \_\_\_\_\_ to participate. *(Applicant must enter his or her initials in the appropriate blank.)*

Applicant Name	Signature	Date and Time
Michaels, James W.	/signed/	010405/1540

**This section to be completed by recruiter or designated recruiting representative only.**

- Did member consent to preprocessing drug testing? Yes ☒ No ☐
- Is this the applicant's first voluntary applicant drug screening test? Yes ☒ No ☐
- Drug screening kit manufacturer: PharmScreen
- Serial number of kit used: 5103
- Results of test *(check appropriate response)*: Negative ☒ Positive ☐

Recruiter Name, Title, and Position	Signature	Date and Time
Kelsey, Paul A., SFC, Recruiter	/signed/	010405/1540

**This section to be completed by an applicant who tests "presumptive positive" and still desires to process.**

I acknowledge that I have a "presumptive positive" result on the voluntary applicant drug screening kit taken on \_\_\_\_\_ *(date)*, at the following location: \_\_\_\_\_  
*(Location where test taken)*

Despite these results, and whether or not I am disputing them, I desire to take the physical at the MEPS.

I am aware that the drug screening test that I will be required to take as part of my physical is more sensitive than the Voluntary Applicant Drug Screening Kit that I took on the date and place above.

I understand that if my test at the MEPS is positive for drugs I will be disqualified for a period of 6 months to 1 year from joining the Army or Army Reserve, depending on the substances detected from the test. I further understand that if I am prior service, have served less than 180 days on active duty prior to this physical and testing, a positive drug and alcohol test will result in my permanent disqualification from joining the Army or Army Reserve.

Applicant Name	Signature	Date and Time
Recruiter Name and RSID	Signature	Date and Time

USAREC Form 1242 (Reverse), 1 June 2003

**Figure G-4. Sample of a completed USAREC Form 1242 (Continued)**

## **Appendix H**

### **Prior Service and Days of Service Processing Procedures (Regular Army)**

#### **H-1. Purpose**

This appendix specifically applies to the processing of PS and DOS applicants in addition to the ones identified in appendix G.

#### **H-2. General**

a. PS applicants must meet the enlistment eligibility requirements of AR 601-210, chapter 3, and DOS applicants must meet the requirements of AR 601-210, chapters 2 and 3, and any applicable guidance provided via USAREC messages or other directives from higher headquarters.

b. PS and DOS applicants without valid test scores, to include AFQT, must be ASVAB tested. PS and glossary NPS applicants who have a remaining MSO may use their original test scores. Original test scores may be obtained from USMEPCOM PCN 680-3ADP or from Defense Management Data Center. DA Form 1811 (Physical Data and Aptitude Test Scores Upon Release From Active Duty) is not valid for this purpose, as it does not reflect an AFQT.

c. Prior to enlistment into the DS, applicants must have:

- (1) Valid DAT and HIV results or be retested.
- (2) Verification of ENTNAC results in accordance with appendix J or be resubmitted.

(3) PS members from the United States Marine Corps and Air Force Inactive Ready Reserve (IRR) must have releases granted from their respective service representatives prior to entering the DS.

(a) United States Marine Corps reserve members must be released from the IRR with the approval of the first general officer in their chain of command. For IRR releases, the DD Form 368 (Request for Conditional Release) (see fig H-1) and USAREC OP 4 (Regular Army Enlistment (DA Form 4187)) (see fig H-2) will be faxed to G1-SAB at (816) 843-3282 or mailed to Commanding General, Marine Corps Reserve Support Command, G1-SAB, 105303 Andrews Road, Kansas City, MO 64147-1207.

(b) United States Air Force reserve members must be released by the appropriate authority.

1. Air National Guard members: Director or Deputy Director, Air National Guard.

2. Air Force Reserve members: Chief or Deputy to the Chief, Air Force Reserve (includes IRR).

3. Air Force IRR members must request a stop loss waiver in writing. The written request, DD Form 368, and USAREC OP 4 may be faxed to (303) 676-6979 or mailed to: HQ ARPC/DPP, 6760 East Irvington Place #1500, Denver, CO 80280-1500.

(4) Prior approval from HRC EIS if enlistment is pay grade E-5 and above or PMOS is within CMF 18, 96, 97, or 98.

#### **H-3. Procedures**

a. The enlisting GC will be responsible to de-

termine an applicant's enlistment MOS by referring to the appropriate frozen list via Web-based REQUEST.

(1) PS and DOS applicants whose PMOS is not listed on the prior service no-train (PSN) or nonprior service no-train (NPSN) frozen list must reenter in their PMOS. The GC will enlist these applicants under primary Option 18 (US Army First Assignment – No Training Enlistment Option) Program 9B.

(2) PS and DOS applicants whose PMOS is listed on the PSN or NPSN frozen list are authorized to retrain in a priority MOS as directed by DA via USAREC messages. These applicants will be processed through normal Web-based REQUEST reservation procedures (Program 9A or 9B, E-4 and below).

(3) A copy of the appropriate frozen list will be printed, dated, signed by the GC, and then scanned to the DEP/DTP folder in ERM.

(4) All PS and DOS applicants enlisting in the rank of E-5 and above, who require retraining, will be enlisted under Program 9A only. The only headquarters authorized to give a follow-on assignment to these Soldiers is Headquarters, HRC.

b. The enlisting GC must call HRC EIS for those PS and DOS applicants in grades E-5 and above or have a PMOS within CMF 18, 96, 97, or 98. When calling HRC EIS be prepared to furnish the following information:

- (1) Name.
- (2) Grade.
- (3) SSN.
- (4) MOS.
- (5) Three preferred assignments.
- (6) Reenlistment data (if applicable).
- (7) Expiration term of service.
- (8) Sex.
- (9) Marital status.
- (10) Number of dependents.
- (11) Date eligible for return from overseas.
- (12) Citizenship.

(13) Proof of Noncommissioned Officer Education System completion for applicants in grades E-5 or above via appropriate Noncommissioned Officer Education System certificate or DD Form 214 (Certificate of Release or Discharge From Active Duty).

c. If HRC EIS states there are no vacancies, the GC will check the PSN or NPSN frozen list via Web-based REQUEST (whichever applies). The applicant will not automatically retrain. The GC will follow the procedures discussed in a and b above. EIS may require that the applicant's packet be sent to them for a hard copy waiver.

d. If HRC EIS states there are vacancies, they will utilize the information provided in b above. Within 72 hours, HRC EIS will notify the Rctg Bn operations section or SGC of what assignments are available. Once the assignment is made, the applicant may continue to process at MEPS.

e. PS applicants other than the Army or PS applicants whose PMOSs have been deleted, must have their PMOS determined by calling

HRC EIS to determine if the PMOS converts to another valid MOS in the Army's inventory.

(1) If the MOS converts, processing will be in accordance with a and b above.

(2) If the MOS does not convert, the applicant will retrain in a priority MOS as directed by DA via USAREC messages. These applicants will be processed through normal Web-based REQUEST reservation procedures.

f. All conversations with HRC EIS will be documented in the Remarks section of DD Form 1966/4. Entries will include the name of the person contacted at HRC EIS, directives given, and date of telephonic conversation. The GC will use the free-form remarks program in GCR to type information in the Remarks section.

#### **H-4. Procedures unique to RA PS and DOS applicants enlisting into the DS**

a. No applicants with prior military service enlisting into the RA will be enlisted into the DEP, to include those who have previously enlisted into any Reserve Component (RC), regardless of remaining MSO. These applicants will be placed into the RA DS.

b. Current procedures for enlistment of these applicants will be in accordance with AR 601-210 and this regulation, appendix G, with the exception of the following:

(1) Do not execute the DD Form 4 series at the time of the Web-based REQUEST reservation. The DD Form 4 series will be executed at the time of RA enlistment (ship date). All personnel enlisted into the RA DS will not receive a DD Form 4/3.

(2) The GC will complete the following after the Web-based REQUEST reservation is completed:

(a) The applicant and GC will sign the automated enlistment annex.

(b) Complete and sign DD Form 2366.

(c) Have the applicant sign DD Form 1966/3, block 29c.

(3) The GC will sign DD Form 1966/3, block 31e.

(e) Have the applicant sign SF 86, pages 10 and 11.

NOTE: All signatures will be accomplished using the electronic signature pad.

(3) The GC will not complete the following entries when processing an applicant into the RA DS:

(a) DD Form 1966/1, item 17.

(b) DD Form 1966/3, items 32b and 33a-f.

(c) All required PS and DOS statements will be printed in the Remarks section of DD Form 1966/4.

NOTE: GCR will place the appropriate enlistment statement on DD Form 1966/3, block 32a, at the time of enlistment into the RA DS except for those already previously noted.

c. The GC will provide the applicant the following documents at the time of enlistment into the DS.

(1) The REQUEST reservation.

(2) The automated enlistment annex.

(3) A copy of the DD Form 2366.

d. Procedures for obtaining the DD Form 368 (see fig H-1) remain in effect and upon completion of processing, a copy of the USAREC OP 4 (see fig H-2) and automated enlistment annex will be hand-carried to the unit by the enlistee.

e. The DD Form 4 series will be executed on the date of RA enlistment (ship date) and be provided to the Reserve unit along with the DD Form 368 to facilitate appropriate discharge of the enlistee. The enlisting GC will mail these documents to the member's Reserve unit on the same date of enlistment into the RA. The completed DD Form 4 series and DD Form 368 will be scanned into the DEP/DTP folder in ERM.

f. Members of a troop program unit (TPU) will not be processed unless the appropriate authority has approved a conditional release (DD Form 368).

g. Members of a TPU will not be processed unless they have completed IADT, been awarded an MOS, and been with the unit for at least 6 months from completion of IADT. Exceptions to this policy will be entertained through the Rctg Bde to HQ USAREC (RCRO-O-T-P).

(1) Applicants who are in an RC and have not completed IADT require an exception to AR 601-210, paragraph 1-10. HQ USAREC (RCRO-O-T-P) will consider requests for 1-10 exceptions.

(2) If a 1-10 exception is approved for a USAR applicant, the USAR GC will cancel the Reserve reservation and scan the Web-based REQUEST cancellation printout into the DEP/DTP Admin folder in ERM. Forward the enlistment packet to the RA GC.

(3) The USAREC OP 4 along with the completed DD Form 368 is sufficient authority to cancel the USAR training seat. A second USAREC OP 4 required by USAREC Reg 601-95 is not required for Soldiers processing with a 1-10 exception.

h. Enlistment pay grade will be determined in accordance with AR 601-210 and AR 600-20, as well as any other guidance provided from higher headquarters.

i. PS and DOS applicants will be informed that their Web-based REQUEST reservation constitutes a written agreement with which they are required to comply.

j. The USAREC OP 4 will be used for applicants serving in a TPU, either ARNG or USAR. The unit commander will sign it or their designated representative provided a copy of written authorization for the individual to sign on behalf of the commander is on file at the Rctg Bn or attached to the DD Form 368. The unit commander retains full responsibility for the member. When the applicant enlists into the DS and later becomes either an unsatisfactory participant, is processed for unsatisfactory performance, or the Soldier is flagged, the unit commander can withdraw approval of the USAREC OP 4. If this occurs, the member will become a contract loss and would require the necessary waiver in accordance with AR 601-210, paragraph 4-9, prior to enlisting in the DS again.

k. Instructions for completion of USAREC OP

4 are as follows:

(1) USAREC OP 4 will be from the unit commander to the Rctg Bn concerned.

(2) Section I - Personnel Identification: Self-explanatory.

(3) Section II - Duty Status Change: Leave blank.

(4) Section III - Request for Personnel Action: Applicant will sign and date the appropriate block.

(5) Section V - Certification/Approval/Disapproval: For applicants in a Reserve unit, the unit commander will annotate the appropriate box and sign.

l. Once the approval authority signs the USAREC OP 4, the GC will scan the USAREC OP 4 and DD Form 368 into the applicant's DEP/DTP Admin folder in the ERM database.

m. PS and DOS Soldiers are automatically verified in Web-based REQUEST when the GC pulls a reservation. Upon completion of all forms (including all signatures) placing the Soldier in DS, both the enlistment record and the Soldier will be referred to the SGC. The SGC will review the enlistment record (packet) for qualifications, completeness, and accuracy. If the SGC determines the Soldier is unqualified and will not join the DS that day, the SGC will go to the "DEP Unconfirmed" tab and right click on the applicant's name, then left click on "DEP Unconfirmed" to return to the "Pending DEP Swear-In" tab. The SGC will then go to the "Pending DEP Swear-In" tab and right click on the applicant's name and left click on "Cancel" reservation. The cancellation printout will be scanned into the applicant's ERM record.

NOTE: All applicant records will be maintained in ERM.

<b>REQUEST FOR CONDITIONAL RELEASE</b> <i>(Read Privacy Act Statement and Instructions on back before completing this form.)</i>				
<b>SECTION I - REQUEST FOR RELEASE</b>				
<b>1. SERVICE MEMBER DATA</b>				
a. NAME (Last, First, Middle Initial) McGruder, Michael W.		b. PAY GRADE SPC	c. SSN 123-45-6789	d. SERVICE COMPONENT USAR
e. CURRENT UNIT/ COMMAND 302 MP CO	f. ADDRESS			
	(1) STREET 1099 Conner Street	(2) CITY Arlington	(3) STATE TX	(4) ZIP CODE 76011
<b>2. RECRUITING OFFICE ADDRESS</b>				
a. STREET 4136 South Cooper Street		b. CITY Arlington	c. STATE TX	d. ZIP CODE 76015
<b>3. ACKNOWLEDGEMENT OF SERVICE MEMBER</b>				
a. I request a conditional release to process for entrance into another component of the Military Service. If I am a member of the National Guard or Reserve, I understand that I must attend all scheduled training until such time as I am enlisted or appointed into another Service. I also understand that I am to keep my current commander informed of any change in my status.				
b. OFFICER MEMBER ONLY. I hereby tender my resignation from the <u>Army Reserve</u> (losing component); request that it be accepted contingent upon actual appointment or enlistment in the <u>Regular Army</u> (gaining component), and be effective the day preceding the date of my acceptance of appointment or enlistment.				
c. ENLISTED MEMBER ONLY. I understand I will be discharged from my current status effective the day preceding the date of my enlistment or appointment.				
d. MEMBER SIGNATURE  /signed/				e. DATE SIGNED  010405
<b>4. RECRUITER REQUEST FOR CONDITIONAL RELEASE</b>				
a. Request conditional release to enlist/appoint member into the <u>Regular Army</u> (Service/Component).				
b. NAME OF RECRUITER (Last, First, Middle Initial) Kelsey, Paul A.		c. SIGNATURE  /signed/		d. DATE SIGNED  010405
e. TITLE US Army Recruiter				
<b>SECTION II - APPROVAL/DISAPPROVAL</b>				
5. (X as applicable)				
X	a. APPROVED. Individual is recommended and conditional release is granted. The release is valid until <u>032005</u> .			
	b. DISAPPROVED. Release is not granted. (Explain in "Remarks.")			
<b>6. AUTHORIZING OFFICIAL</b>				
a. NAME (Last, First, Middle Initial) Thompson, Ronald F.		b. TITLE Company Commander		
c. TELEPHONE NUMBER (Include area code) (817) 467-6326	d. ADDRESS			
	(1) STREET 1476 Randall Mills Road	(2) CITY Arlington	(3) STATE TX	(4) ZIP CODE 76016
e. SIGNATURE  /signed/				f. DATE SIGNED  012005
<b>SECTION III - NOTIFICATION OF ENLISTMENT/APPOINTMENT ACTION</b>				
7. The member was administered the oath of enlistment or appointment into _____.				
THIS FORM AND A COPY OF THE OATH MUST BE RETURNED TO THE ADDRESS IN ITEM 6.d. TO EFFECT THE MEMBER'S DISCHARGE OR WITHDRAWAL OF FEDERAL RECOGNITION.				
<b>8. CERTIFYING OFFICIAL</b>				
a. NAME (Last, First, Middle Initial)		b. TITLE		c. UNIT/COMMAND
d. TELEPHONE NUMBER (Include area code)	e. ADDRESS			
	(1) STREET	(2) CITY	(3) STATE	(4) ZIP CODE
f. SIGNATURE				g. DATE SIGNED

DD FORM 368, NOV 94

PREVIOUS EDITION IS OBSOLETE.

Figure H-1. Sample of a completed DD Form 368

<b>PERSONNEL ACTION</b> For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER			
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>			
<b>AUTHORITY:</b>		Title 5, Section 3012; Title 10, USC, E.O. 9397.	
<b>PRINCIPAL</b>		Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf ( <i>Section III</i> ).	
<b>ROUTINE USES:</b>		To initiate the processing of a personnel action being requested by the soldier.	
<b>DISCLOSURE:</b>		Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.	
1. THRU ( <i>Include ZIP Code</i> ) Commander 302 MP Co 1469 Randall Mills Rd Arlington, TX 76011	2. TO ( <i>Include ZIP Code</i> ) Commander Dallas Rctg Bn 3750 Walnut Creek Ln Dallas, TX 75229	3. FROM ( <i>Include ZIP Code</i> ) Arlington RS 4136 S Cooper St Arlington, TX 76015	
<b>SECTION I - PERSONAL IDENTIFICATION</b>			
4. NAME ( <i>Last, First, MI</i> ) McGruder, Michael W.	5. GRADE OR RANK/PMOS/AOC SPC/31B		6. SOCIAL SECURITY NUMBER 123-45-6789
<b>SECTION II - DUTY STATUS CHANGE (<i>AR 600-8-6</i>)</b>			
7. The above soldier's duty status is changed from _____ to _____ _____ effective _____ hours, _____			
<b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>			
8. I request the following action: ( <i>Check as appropriate</i> )			
<input type="checkbox"/> Service School ( <i>Enl only</i> )	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card	
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training ( <i>Enl only</i> )	<input type="checkbox"/> Identification Tags	
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations	
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS	
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB	
<input type="checkbox"/> Exchange Reassignment ( <i>Enl only</i> )	<input type="checkbox"/> Officer Candidate School	<input type="checkbox"/> Other ( <i>Specify</i> )	
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input checked="" type="checkbox"/> Regular Army Enlistment	
9. SIGNATURE OF SOLDIER ( <i>When required</i> ) /signed/		10. DATE (YYYYMMDD) 20050104	
<b>SECTION IV - REMARKS (<i>Applies to Sections II, III, and V</i>) (<i>Continue on separate sheet</i>)</b>			
1. I request enlistment into the Regular Army.  2. I understand that I must comply with the statement of understanding (USAREC Form 978) which will be completed during my processing for entry into the Delayed MSO Status at the MEPS.  3. I further understand that I must continue to satisfactorily perform all required training with my unit up to 7 days prior to reporting for Regular Army enlistment.  4. I will inform my unit commander of the completed action if this request is approved and provide my unit a copy of the Statement of Understanding (USAREC Form 978) upon completion.			
<b>SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL</b>			
11. I certify that the duty status change ( <i>Section II</i> ) or that the request for personnel action ( <i>Section III</i> ) contained herein -			
<input type="checkbox"/> HAS BEEN VERIFIED <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED			
12. COMMANDER/AUTHORIZED REPRESENTATIVE  Thompson, Ronald F.	13. SIGNATURE  /signed/		14. DATE (YYYYMMDD)  20050120

DA FORM 4187, JAN 2000

PREVIOUS EDITIONS ARE OBSOLETE

USAREC OP 4, Rev 1 Apr 2000 (Previous editions are obsolete)

V2.00

Figure H-2. Sample of a completed USAREC OP 4

## Appendix I

### Report of Additional Information

#### I-1. General

USMEPCOM Form 601-23-E (Report of Additional Information) is used:

- a. By the MEPS PEI to notify the GC that an applicant has disclosed additional information that may or may not be disqualifying and to record allegations of RI.
- b. By the GC to notify the MEPS PEI that the additional information has been considered and to give instructions for further processing of the applicant.
- c. By the MEPS physician to notify the GC that additional disclosed medical information has or has not affected medical qualifications for enlistment.

#### I-2. Procedures

a. The following procedures will be followed when a USMEPCOM Form 601-23-E is received.

(1) See USAREC Reg 601-45 for additional processing requirements when an applicant alleges RI.

(2) When additionally disclosed information has no medical implications:

(a) The applicant will be sent back to the appropriate GC.

(b) The GC considers the additional information and if necessary the GC will update the applicant's record in ERM. Then completes and signs the bottom portion of the form. USMEPCOM Form 601-23-E is then scanned into the applicant's DEP/DTP folder in ERM. The form and the applicant are then returned to the MEPS interviewer (if processing is to resume).

(c) The MEPS interviewer will ensure that any additional disclosed information has, if necessary, been included on the appropriate enlistment documents.

(3) When additional disclosed information has medical implications, after MEPS processing, the medical coding activity will forward USMEPCOM Form 601-23-E, packet, and applicant to the appropriate GC.

(a) The GC will consider the additional information and will complete and sign the bottom portion of the form. The form is then scanned into the applicant's DEP/DTP folder in ERM. The form and applicant will be returned to the MEPS interviewer (if processing is to resume).

(b) The MEPS interviewer will ensure that any additional disclosed information has, if necessary, been included on the appropriate enlistment documents.

(4) When additionally disclosed information has medical implications and the MEPS interviewer determines the MEPS physician is not available to interview the applicant:

(a) The MEPS interviewer will complete USMEPCOM Form 601-23-E in original and one copy and annotate the form: "MUST SEE MEPS PHYSICIAN BEFORE FURTHER PROCESSING." The original USMEPCOM Form 601-23-E will be included in the applicant's enlistment

record.

(b) The applicant will be sent to the appropriate GC.

(c) The GC must check the "temporarily disqualified" block and sign USMEPCOM Form 601-23-E. The GC will make arrangements for the applicant's return for further processing. The Web-based REQUEST reservation, if any, must be canceled and the cancellation printout will be scanned into the DEP/DTP folder in ERM.

NOTE: In no case will the reservation be held into the next RSM.

(d) The MEPS interviewer will ensure that the GC has returned the form and packet, and advised the MEPS interviewer of further arrangements for the applicant.

(e) The medical coding activity will forward USMEPCOM Form 601-23-E, enlistment documents, and applicant to the appropriate GC.

(5) When the MEPS physician has reviewed the USMEPCOM Form 601-23-E and seen the applicant (as may be required) the GC will act on USMEPCOM Form 601-23-E. If the applicant's situation has changed, the GC will check the appropriate block, enter his or her initials by the block, and enter the current date. The GC will line out the "temporarily disqualified" block. (If the applicant's situation remains "temporarily disqualified," the GC initials and dates that block.) The GC will then forward the applicant, form, and packet to the MEPS interviewer. The GC will not forward the applicant if permanently disqualified, temporarily disqualified, or applicant does not desire to enlist blocks have been checked.

(6) The MEPS interviewer will ensure that any additionally disclosed information has been included on the appropriate enlistment documents. The MEPS interviewer will then place the original USMEPCOM Form 601-23-E in the enlistment packet.

NOTE: In the absence of the MEPS physician, the MEPS commander has the authority to act on his or her behalf for some medical issues (i.e., drug use).

(7) If processing is to continue, the MEPS interviewer will send the applicant to the MEPS control desk along with the enlistment packet.

(8) If processing is not to continue, the MEPS interviewer will send the packet to the control desk for review.

(9) The MEPS interviewer will periodically review the medical suspense file to determine whether followup inquiries with GCs are necessary.

b. Subsequent processing. If an applicant for whom USMEPCOM Form 601-23-E was processed to an unfavorable conclusion, returns to process for the RA or USAR, the following procedures apply:

(1) The MEPS control desk will identify on USMEPCOM Form 727-E, any applicants who have an unfavorably completed USMEPCOM Form 601-23-E in the packet prior to the start of processing. The form will be cleared before processing resumes. If the applicant must first be referred to the MEPS physician, the procedures

below must be used; otherwise the applicant will be referred to the GC.

(2) If the applicant's status changes to qualified, the GC must clear USMEPCOM Form 601-23-E by lining out the disqualification block, checking the appropriate status block, date, and initial the change. The "N" status must also be cleared on MIRS for processing to continue.

(3) The applicant and packet will return to the control desk where USMEPCOM Form 601-23-E is reviewed and enlistment documents are checked to ensure all information has been properly entered. The control desk will then refer the applicant to the medical section (if necessary) and PEI.

NOTE: The initial and final USMEPCOM Form 601-23-E will always be scanned into the applicant's DEP/DTP folder located in ERM.

## Appendix J

### Entrance National Agency Check Procedures (Technical Check and National Agency Check and Local Check)

#### J-1. Purpose

This appendix is used to establish policy and procedures for proper ENTNAC submissions (tech check and NACLC) and required actions by GCs.

#### J-2. General

a. Rctg Bde commanders will appoint, by duty memorandum, a Rctg Bde level EM for their respective Rctg Bde. The Rctg Bde EM will serve as the primary point of contact for all matters pertaining to the ENTNAC Program for their subordinate Rctg Bns. EMs will be responsible for providing guidance, training, and conducting inspections to their subordinate Rctg Bns. Appointee will be an operations NCO assigned to the Rctg Bde operations section.

b. Rctg Bn and Rctg Bde S-3s (RA or USAR) have primary responsibilities for ENTNAC management. S-3s are charged with ensuring strict compliance with this regulation. They will keep their commander informed regarding all ENTNAC-related issues.

c. Each Rctg Bn commander will appoint, by duty memorandum, a GC and operations NCO to perform duties as the EM. These individuals will be the primary points of contact for all matters pertaining to ENTNAC policies and procedures within their sections.

d. The SGC and senior operations NCO will appoint, by duty memorandum, an alternate EM within their section.

e. All original appointment memorandums will be provided and maintained by the Rctg Bn S-3 and a copy will be filed in the operations section and GC shop. In addition, a copy will be provided to the Rctg Bde S-3.

#### J-3. Primary purpose for submissions

Tech check, ENTNAC, and NACLC submissions are requests for information by the Army from the Office of Personnel Management (OPM). OPM is a Government agency that conducts background checks for all of Department of Defense and other Government proponents using the following submission methods:

a. Tech check: Submitted by USMEPCOM personnel via the electronic live scan fingerprint card device.

b. NACLC: Submitted for applicants who require Secret security clearances in addition to the tech check.

c. ENTNAC - automated or manual: An automated ENTNAC is more detailed than the tech check, it is a check of national agencies by name, SSN, date of birth, and place of birth. Manual ENTNAC is the same investigation as the automated with the exception that local agency checks are done along with possible references interviewed and a credit check.

#### J-4. ENTNAC and tech check submissions

a. USMEPCOM personnel via the use of the electronic live scan fingerprint card device will submit tech checks. It will be used to deter-

mine every applicant's suitability for enlistment into the Army.

b. GCs will mark an "A" (automated) if there is no clearance requested or for TOP SECRET (TS) clearances or an "M" (manual) if the clearance level is Secret in top left corner of the electronic personnel security questionnaire (EPSQ) SF 86 for the appropriate ENTNAC submission type. This copy is needed by USMEPCOM during the PEI. The applicant will be provided this copy of the SF 86 after USMEPCOM has completed the PEI.

c. Every applicant that processes for enlistment will be required to have a tech check, regardless of MOS, option, PS, or prior security clearances granted. All recontracted DEP and DTP losses will be resubmitted for a tech check if the results of the last tech check is over 180 days old, regardless of prior favorable results or reason for DEP loss. All applicants who enlist for an MOS that only requires a tech check and automated ENTNAC will be in the DEP or DTP for a minimum of 7 days.

d. The following can be used to verify favorable tech check results:

(1) The advance fingerprint response.

(2) Returned RAP sheet; charges listed on RAP sheet match those listed in the applicant's enlistment record.

(3) Returned RAP sheet; charges listed on RAP sheet do not match those listed in the applicant's enlistment record, but retention in the DEP has been approved by the Rctg Bde commander.

(4) Case closing transmittal (FBIF block).

e. If tech check results have not returned within 7 working days, EM or SGC, once they have confirmed that there is a case number on the USMEPCOM PCN 680-3ADP, will request results via e-mail from the G-3 NACLC Office. The G-3 NACLC Office will send results of the query to the requesting GC shop. The EM or SGC must work with the USMEPCOM ENTNAC point of contact to ensure that there are case numbers on every Future Soldier's USMEPCOM PCN 680-3ADP or a B006S code in the work history. In most cases results return without complications. Occasionally a tech check will return as unclassifiable, this means that OPM could not read the electronic fingerprints sent to them, a resubmission or refingerprint of the Future Soldier is necessary at that time. This must be accomplished within 30 days and must have the original eight-digit OPM case number in the OCA field of the live scan machine. This step will be repeated until there is a successful transmission of fingerprints to OPM. If results return unclassifiable three times, contact the G-3 NACLC Office for a possible ETP.

f. Enlistee will not ship without favorable tech check results. If no results are received by the applicant's scheduled ship day, enlistee must be renegotiated. Exception to ship without results will not be considered. The approval authority to renegotiate applicants pending results will be HQ USAREC, G-3, Operations Division, Policy Branch.

#### J-5. ENTNAC results

a. USMEPCOM personnel via the use of

MIRS will submit the applicant for an automated or manual ENTNAC depending on the MOS or option enlisted for. This will serve as the applicant's initial security clearance.

b. The following documents can be used to verify favorable ENTNAC results:

(1) USMEPCOM PCN ZHM001 showing favorable results.

(2) USMEPCOM PCN 680-3ADP showing favorable results to include the back of the USMEPCOM PCN 680-3ADP showing the B006F code.

c. Enlistees can ship without favorable ENTNAC results.

d. PS or NPS applicants who have previous favorable ENTNAC results within the last 2 years will not require a new automated ENTNAC be submitted. There will however, be an updated tech check submitted.

#### J-6. NACLC submissions

a. All applicants that enlist for an MOS or option that requires a Secret clearance will be submitted for both a tech check and an NACLC, and will be in the DEP or DTP for a minimum of 21 days. Enlistees requiring an NACLC submission will not be shipped without favorable tech check results and proof of Secret clearance submission.

b. The USAREC G-3 will submit all NACLC and Secret clearances to OPM. The G-3 NACLC Office will enter the GCR record of all Future Soldiers requiring a Secret clearance by MOS or assignment the day after enlistment. The G-3 NACLC Office will verify the record has passed level 4 validation and ensure the PAI and/or PEI is thoroughly completed. The G-3 NACLC Office will then print the OPM Agency Use Form, PAI and/or PEI SF 86, Certification of Applicant, Signature Release of Information, and Signature Medical Release of Information.

c. The USAREC G-3 will then enter the statement, "Request for Secret Clearance Submitted to OPM by USAREC G-3" in the Remarks section of DD Form 1966/4 as proof of a successful submission of the clearance.

d. The USAREC G-3 will also send a status report of each enlistment day's submissions. There will be either a "Submitted" or one or more numbers next to each name on the report. The numbers are for corrections that are required before the clearance can be submitted. GC shops will have 7 working days to make the corrections and respond via e-mail to the G-3 NACLC Office that the corrections were made. Name and SSN is all that is required on the correction notification. Correction codes are as follows:

(1) 1 - Agency Use Form. Not present, signed, or incomplete.

(2) 2 - PAI and/or PEI SF 86. Missing or incomplete.

(3) 3 - Signature Release of Information. Missing or not signed.

(4) 4 - USAREC Form 1227. Missing.

(5) 5 - Validation. Not passing level 4.

(6) 6 - Certification of Applicant. Missing or not signed.

(7) 7 - Signature Medical Release. Missing

or not signed.

e. Applicants receiving a DAT waiver and non-US citizens are not authorized to enlist in MOSs requiring security clearances.

f. The following is a list of current MOSs and enlistment options that require either a Secret or Confidential clearance: 09L\*\*, 09R, 09S, 09W, 13C, 13D, 13E, 13F, 13M, 13P, 13R, 13W, 13X, 14E, 14J, 14L, 14M, 14R, 14S, 14T, 15J, 15N, 15P, 15Q, 18X, 21U, 25B, 25C, 25D (USAR only), 25F, 25L, 25P, 25Q, 25S, 25T, 25U, 27E, 27M, 27T, 31B\*, 31E\*, 35A, 35B, 35C, 35E, 35F, 35J, 35K, 35M, 35N, 35P, 35R, 35T, 35Y, 37F, 38A, 39B, 42F, 46Q, 46R, 81T, 89B, 96H, 96R, 96U, 97E, 97L, and any Web-based REQUEST Option 40 with an assignment to a ranger unit.

g. The following MOSs require a TS clearance: 25D (RA only), 33W, 89D, 96B, 96D, 97B, 98C, 98G, 98H, 98J, 98K, and 98XL.

NOTE 1: The enlisting GC is required to verify all MOSs for proper security clearance using the Web-based REQUEST QUALS file and DA Pam 611-21. Discrepancies between these two references will be addressed to HQ USAREC, G-3, Operations Division, Policy Branch, for clarification.

NOTE 2: An asterisk "\*" indicates Personnel Reliability Program (PRP) required from the HRC interviewer. The submission of the NACLC is the responsibility of the GC. \*\*MOS 09L translator aide will have an NACLC submitted, but not submitted for a Secret clearance.

h. USAREC Form 1227 (Security Clearance Questionnaire) (see fig J-1) will be used for all applicants who enlist into an MOS that requires a Secret clearance or an NACLC. The GC will initiate this form before the reservation is made. Applicants are required to answer all questions; all "yes" answers will be explained in detail, also all "yes" responses will require a review by the assigned security interviewer (SI). The SI will make the final determination on eligibility of all applicants requiring a security clearance. The completed USAREC Form 1227 will be scanned into the DEP/DTP folder in ERM. This process will also be required at the time of shipping. USAREC Form 1227 is not required for MOS 31B or 31E, the SI will cover all the questions on the USAREC Form 1227 as part of the PRP process. This process will also be repeated on ship date and scanned into GCR. MEPS locations with no dedicated full-time SI will have "Yes" answers reviewed telephonically by the SI that provides satellite coverage to that MEPS.

#### **J-7. Handling of PS and DOS applicants**

a. All PS and DOS applicants will be submitted for a tech check at the time they enlist into the DS provided the previous results are more than 6 months old.

b. All PS and DOS applicants enlisting Option 18, in an MOS that requires a security clearance will have proof of their clearance verified by the SI by performing a terminal check with the Central Clearance Facility (CCF). Proof of this clearance will be handed to the GC to be filed in the ship packet. The PS and DOS applicants that do not hold the clearance level for that MOS will be processed in the same manner as an NPS enlistment. The SI will process

TS clearance and the G-3 NACLC Office will process those needing a Secret clearance. The SI or GC shop must notify the G-3 NACLC Office of the need to submit an Option 18 for a Secret clearance. This will be done via e-mail to the G-3 NACLC Office or telephonically.

#### **J-8. Handling of enlistment packets after enlistment**

For RA or USAR:

a. The EM will request a USMEPCOM PCN ZHM003 report from either the MEPS control desk or use the MIRS terminal to verify all ENTNAC submissions have been accomplished. A copy of the USMEPCOM PCN ZHM003 will be attached to the USMEPCOM Form 727-E and filed as an end-of-day report. The USMEPCOM PCN ZHM003 and USMEPCOM Form 727-E will remain on file for 3 years. The USMEPCOM PCN ZHM003 report will not show tech check submissions. If there are applicants that only need a tech check, it will be up to the EM and/or SGC to track through MEPS that these were submitted.

b. The EM will review the report sent from the G-3 NACLC Office verifying all Secret clearances and NACLCs were submitted the day after enlistment. Errors that are reported must be corrected within 7 working days and reported via e-mail to the G-3 NACLC Office.

c. On ship date, the EPSQ disk with data in the .ZDB format, certify user form, and SF 86 (EPSQ) submissions will be forwarded to the training base liaison with the rest of the Future Soldier's enlistment paperwork.

d. The Future Soldier's enlistment records can be accessed in the ERM database at any time, to post documents, renegotiate the enlistment, or perform DEP or DTP separation procedures.

#### **J-9. Procedures for applicants identified as a match**

When a match is received, the following will be accomplished:

a. The EM will enter the Future Soldier's information on USAREC Form 1054 (Match Log) (see fig J-2) after being determined a true match.

b. When the RAP sheet is received, the EM will do the following:

(1) Review for discrepancies between the enlistment packet and the RAP sheet to determine what caused the match.

(2) If all the information on the RAP sheet was revealed and listed in the Future Soldier's record, the Future Soldier has favorable results. The EM will also annotate the Remarks section of the DD Form 1966/4 (Name, rank, and date posted) using the "Remarks Review" section in GCR. The RAP sheet will be scanned into the DEP Admin folder in the ERM database. There is no requirement to update the USAREC Form 1054 for those Future Soldiers that return with the same charges as those that were revealed at DEP-in.

(3) If there are discrepancies between the enlistment packet and the RAP sheet, the MEPS EM will notify the CLT via e-mail of the match and request municipal, county, and state police and court checks in accordance with AR 601-

210 and from the agencies identified on the RAP sheet. The EM will update the USAREC Form 1054. The MEPS EM will also notify the Rctg Bn S-3 or EM that an interview is required. The Rctg Bn S-3 must interview all Future Soldiers identified as a match with discrepancies, within 3 working days after the RAP sheets have been received. If during the S-3 interview it is determined that the applicant is no longer qualified for enlistment, the requirement to request municipal, county, and state police checks in accordance with AR 601-210 is not necessary. In these cases where the applicant is deemed no longer qualified, the Rctg Bn must take the applicant as a loss within 48 hours of making the eligibility determination.

(a) A memorandum will be prepared indicating the results of the interview and scanned into the DEP Admin folder in ERM.

(b) Any Future Soldier who has enlisted fraudulently into the DEP or DTP due to intentionally concealed information that would have required an enlistment waiver will be discharged from the DEP for fraudulent enlistment and required to wait 6 months from the discharge orders publication date, before submitting a waiver for enlistment.

(c) Those applicants that conceal law violations that are still open will be discharged from the DEP or DS regardless of the level of offense and will be discharged as a fraudulent enlistment and require a 6-month wait from discharge orders publication date to recontract.

(d) All Future Soldiers with concealed information will be interviewed in accordance with AR 601-210.

(4) For USAR members:

(a) USAR members found to have concealed violations must have their enlistment validated in accordance with AR 135-178, chapter 9. These individuals will remain under the jurisdiction of the USAR unit commander. These individuals will not enter active duty for training (ADT) until documentation is received from the appropriate authority indicating that the case was resolved.

(b) Charges that would not have required a waiver to enlist require a memorandum from the unit commander to retain in the DTP.

(c) Charges that would have required a waiver to enlist require a memorandum from the appropriate discharge authority in order to be retained and shipped.

NOTE: All memorandums received from the TPU commander or discharge authority will be scanned into the DEP Admin folder in ERM.

(d) The GC will only cancel a reservation after coordination is made with the TPU commander for retention. Telephonic notification is authorized and will be recorded on a memorandum for record (MFR). When it is determined a Soldier will not be retained, the GC will cancel the reservation and forward the ship packet to the Rctg Bn operations section for disposition and forwarding to the TPU.

NOTE: For USAR Future Soldiers, TPU notification is required. USAREC does not have the authority to discharge USAR Future Soldier Training Program (FSTP) members.

#### **J-10. Concealed information**

Concealed information will be handled in accordance with AR 601-210.

#### **J-11. Posting of tech check and NACLC results to enlistment record**

a. Results received prior to ship date will be placed in the enlistment record.

(1) The GC will scan the tech check results into the packet and store in the Future Soldier's DEP Admin folder under ENTNAC RAP sheet, results will be part of the ship packet.

(a) EPSQ disk will be attached to the SF 86 (training base copy only).

(b) USAREC Form 1227 (NACLC only) will be attached to the SF 86.

(2) When a Future Soldier is a match and the charges on the RAP sheet have been identified in the enlistment packet, the EM will enter "Favorable ENTNAC Results" date posted and the EM's rank and name using the Remarks Review menu in the GCR. This is only a requirement for those Future Soldiers that return with a RAP sheet.

b. For USAR: On ship day the GC will print a new DD Form 1966 series, Remarks section, with the Favorable Results statement and date, along with a copy of the verification of favorable tech check results or the USMEPCOM PCN 680-3ADP (MIRS), and placed in the applicant's packet.

#### **J-12. Procedures for shipping Future Soldiers without favorable tech check results and/or RAP sheets**

No Future Soldier will be shipped without favorable tech check results. Enlistees will be renegotiated if tech check results are not received by their scheduled ship date. There could be cases where tech check results do not return prior to ship date but ENTNAC results appear on the USMEPCOM PCN 680-3ADP. If this is the case they can ship on the favorable ENTNAC results, provided they do not require a security clearance. Fingerprint results are required by OPM to conduct a security clearance investigation. Prior to renegotiation the SGC will exhaust all means possible to ensure that tech check results do not exist. Enlistees that become a match while in the DEP with no charges listed on their enlistment record will not be shipped until a RAP sheet has been received. Enlistees that become a match and have charges above traffic level listed on their enlistment record can be interviewed by the Rctg Bn S-3 can ship with a control number from HQ USAREC, G-3, Operations Division, Policy Branch. The interviewer must be confident that the applicant has listed all law violations on the enlistment record and there is nothing concealed. The interview results must be part of the exception and must include all the charges listed by the Future Soldier and the who, what, why, where, and when details of the charges.

#### **J-13. ENTNAC results on Soldiers who have already shipped**

ENTNAC results will remain valid for 2 years. Previous, valid results will be scanned into the DEP Admin folder in ERM by the opera-

tions EM. The EM will forward all RAP sheets to the training base liaison when the charges do not match what is listed in the applicant's record.

#### **J-14. Reports, records, and files**

USAREC Form 1054 will be cutoff at the end of each FY, filed at MEPS behind the USMEPCOM Form 727-E for each year, and maintained for 36 months.

<b>SECURITY CLEARANCE QUESTIONNAIRE</b> (For use of this form see USAREC Reg 601-96)		
<b>PRIVACY ACT STATEMENT</b>		
<b>AUTHORITY:</b> Collection of this information is authorized by 5 USC, section 552A. <b>PRINCIPAL PURPOSE:</b> Information collected will be used to assist in the prequalification process of obtaining a security clearance. <b>ROUTINE USES:</b> Blanket routine use disclosures as described in AR 340-21, paragraph 3-2. <b>DISCLOSURE:</b> Voluntary; however, failure to provide the information may delay or terminate the enlistment process.		
1. NAME: McGruder, Michael W.	2. SSN: 123-45-6789	3. DATE: 012505
<b>INSTRUCTIONS:</b> Answer yes or no to each of the questions below. Yes answers must be fully explained; include the month and year the event occurred. You must cover who, what, when, where, and why the event happened.		
<b>SECTION I - FINANCES</b>		
4. Have you ever had anything repossessed or turned over to a collection agency? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
5. Have you ever filed for bankruptcy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, what steps are you taking to show a good faith effort?		
6. Are you currently behind on any bills? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, what steps are you taking to show a good faith effort?		
7. Have you ever had any charge-offs or bad debts? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, what steps are you taking to show a good faith effort?		
8. Do you have anything else financially that may be a problem for you in trying to obtain a clearance? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>SECTION II - CRIMINAL HISTORY</b>		
9. Have you ever had any criminal conduct (moving or nonmoving violations, shoplifting, DUIs, theft, or any other violation or warning from the police)? Please list all violations. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>SECTION III - DRUGS</b>		
10. Have you ever used any illegal drugs, controlled substances, or abused any prescription medications? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, what when, and how often?		

Figure J-1. Sample of a completed USAREC Form 1227

<b>SECTION IV - CITIZENSHIP</b>		
11. Are you a US citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
12. Do you hold dual citizenship or allegiance to any country other than the United States? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, do you hold and maintain a foreign passport? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>SECTION V - CERTIFICATION</b>		
13. I certify that this information is provided freely, voluntarily, and of my own free will because of my desire to be granted a security clearance and/or access to sensitive information. I further understand that the answers on this form are true, complete, and correct to the best of my knowledge, memory, and belief. I understand that willfully making false statements or omissions of pertinent information may result in my not receiving a security clearance. I further certify that I have not received any advice, implied or otherwise, to omit or alter information requested by this form.		
a. APPLICANT NAME:  McGruder, Michael W.	b. APPLICANT SIGNATURE:  /signed/	
<b>Part A - DEP-In</b>		
14. I understand that based on the information provided I am tentatively qualified to proceed with my enlistment into an MOS that requires a Secret clearance. There are, however, issues with my answers that could lead me to being delayed in starting my training or a delay in reporting to my first assignment.		
a. APPLICANT NAME:  McGruder, Michael W.	b. APPLICANT SIGNATURE:  /signed/	
15. I have reviewed the "Yes" answers on this form and find the applicant <i>(initial applicable box)</i> <input checked="" type="checkbox"/> Qualified <input type="checkbox"/> Not Qualified to continue to process in an MOS or assignment requiring a Secret clearance.		
a. SECURITY INTERVIEWER OR SENIOR GUIDANCE COUNSELOR NAME:  Polk, James W., SFC, SI, C38	b. SIGNATURE:  /signed/	c. DATE:  012505
<b>Part B - DEP-Out</b>		
17. I understand that based on the information provided I am tentatively qualified to proceed with my enlistment into an MOS that requires a Secret clearance. There are, however, issues with my answers that could lead me to being delayed in starting my training or a delay in reporting to my first assignment.		
a. APPLICANT NAME:  McGruder, Michael W.	b. APPLICANT SIGNATURE:  /signed/	
18. I have reviewed the "Yes" answers on this form and have questioned the applicant again in reference to these answers and of any changes since this form was initiated. I find this applicant <i>(initial applicable box)</i> <input checked="" type="checkbox"/> Qualified <input type="checkbox"/> Not Qualified to continue to process in an MOS or assignment requiring a Secret clearance.		
a. SECURITY INTERVIEWER OR SENIOR GUIDANCE COUNSELOR NAME:  Polk, James W., SFC, SI, C38	b. SIGNATURE:  /signed/	c. DATE:  032905

USAREC Form 1227, Rev 1 Nov 2003 (Reverse)

Figure J-1. Sample of a completed USAREC Form 1227 (Continued)

**MATCH LOG**  
(For use of this form see USAREC Reg 601-96)

**MATCH LOG**  
(For use of this form see USAREC Reg 601-96)

[illegible]

USAREC Form 1054, Rev 1 May 2002

PREVIOUS EDITIONS ARE OBSOLETE

V2.00

**Figure J-2. Sample of a completed USAREC Form 1054**

## Appendix K Security Interview

### K-1. Purpose

GCs and SIs are the last line of defense to ensure all enlistments are legal and all enlistment information is true and accurate. This appendix establishes policies and details procedures for the processing of applicants for possible selection to sensitive positions and MOSs. It further establishes procedures to preclude the enlistment of disqualified applicants.

### K-2. Procedures

a. The GC will initiate USAREC Form 1227 on all applicants enlisting for an MOS, option, or location that requires a security clearance. If an applicant answers yes to one or more of the questions, the SI will review the applicant's PAI and/or PEI SF 86 provided by the GC. The SI will check the forms for completeness and accuracy. If the applicant is found acceptable, the SI will sign USAREC Form 1227. This procedure will be repeated at DEP-out.

b. Applicants possessing specialized technical aptitude test scores and who appear to be eligible for a security clearance (e.g., are US citizens, have no convictions involving felony offenses or moral turpitude, etc.) will be considered for MOSs and assignments requiring an SI by the USAREC SI.

c. Applicants that will be considered are those enlisting for an MOS or enlistment option requiring a TS clearance, TS clearance with eligibility for access to sensitive compartmental information (SCI), Secret clearance, and PRP (listed in AR 50-5, app C and MOS 31B). Based on information gathered during the SI, the USAREC SI has the authority to obtain from the CCF, the adjudication required to accept or reject applicants on these critical security MOSs or options. If the applicant is found acceptable for MOS or option, the USAREC SI will complete necessary security paperwork.

d. The SI will inform the SGC of any erroneous entries, missing information, or any other corrections required to the enlistment documents. The SI will not approve any further processing until a corrected copy has been obtained from GCR. The updated copy will be reviewed and approved by the SI. In cases where correction to the applicant's record will be time consuming, processing will be discontinued until the recruiter has made required updates and replicates the information to the ARISS Top of the System.

NOTE: The USAREC SI will not perform GC functions or prepare enlistment paperwork.

e. When the USAREC SI is physically present at the MEPS, the applicant will be referred to him or her for prescreening. Upon acceptance normal DEP-in procedures apply.

f. In the absence of the USAREC SI, the SGC will perform the prescreening procedures described herein, and through coordination with a supporting USAREC SI, ensure each DEP enlistee who requires security screening receives at least one face-to-face interview with the supporting USAREC SI prior to AD enlistment (ship-out date). All supporting forms and documents

required to complete the security packet will be faxed to the supporting USAREC SI. Once the supporting SI reviews the SF 86 and finds out that there are no errors present, the recruiter's EPSQ disk (PAI and/or PEI SF 86 or security clearance application) will be e-mailed to the supporting SI. The recruiter will correct all errors on the EPSQ disk.

### K-3. Security processing

a. Applicants who enlist for an MOS, option, or assignment that require security processing (see paras J-6f and g) will be processed as follows:

(1) GCs will prepare and print the PAI and/or PEI (SF 86), certification PAI and/or PEI (SF 86), and USAREC Form 1104. GC shops with access to a USAREC SI will refer applicants to him or her. SIs will ensure all documents are signed and printed on the current processing day and all entries are correct.

(2) GC shops without an onsite USAREC SI will adhere to the following procedures: The SGC will have the applicant complete TAPC-EPMD Form 169-R (Security Screening Questionnaire) ensuring the applicant reads, understands, and signs the SCI and security clearance eligibility drug statement on the last page of the form. The form will be faxed to the supporting USAREC SI to include all supporting documents required by the supporting SI for proper completion of a security packet. Once the supporting SI reviews the PAI and/or PEI (SF 86), certification PAI and/or PEI (SF 86), and USAREC Form 1104 and finds that there are no errors present, the recruiter's EPSQ disk information can be e-mailed to the supporting SI (if requested by the SI).

(a) At DEP-in, the SGC will schedule an appointment for the applicant to meet the USAREC SI, based on the predetermined SI's trip schedule. The GC will notify the recruiter of the appointment date for travel arrangements. The GC must ensure accomplishment of a face-to-face interview at the satellite MEPS prior to the scheduled AD date. During the interview, the USAREC SI will complete an updated TAPC-EPMD Form 169-R.

(b) After DEP enlistment, the SGC will call the supporting SI providing the Future Soldier's name, address, home telephone number, SSN, enlistment option(s), sex, education, enlistment date, BT site, ASVAB test results, Web-based REQUEST reservation, USMEPCOM PCN 680-3ADP, and the recruiter's name and telephone number.

b. The USAREC SI will make a determination of acceptability or nonacceptability by calling CCF for information revealed on TAPC-EPMD Form 169-R.

c. PS enlistments. The USAREC SI will conduct the interview and terminal check, and CCF will adjudicate only. As a reminder, this action will not change any previous instructions given.

d. If the applicant is accepted for the security program, the SGC will enlist the applicant into the DEP. The following statement will be added to the Remarks section on the DD Form 1966/4: "I understand my acceptance for the enlistment option(s) specified in my contract is con-

tingent upon the results of a thorough security screening interview to be accomplished prior to my entry onto AD. If found unacceptable for this option, I will be allowed to choose another option for which I am qualified, or request separation from the DEP."

NOTE: The security statement will be added using the Remarks Review menu in GCR.

e. The Future Soldier will be provided a copy of the recruiter's SF 86, an envelope containing the USAREC SI's address with instructions to review and complete the form again and mail it to the USAREC SI at his or her home base MEPS not later than the suspense date given.

### K-4. PRP screening

Applicants who enlist for an MOS, option, or assignment that requires a PRP screening will be processed as follows:

a. GCs will prepare and print the PAI and/or PEI (SF 86), certification PAI and/or PEI (SF 86), and USAREC Form 1104. GC shops with access to a USAREC SI will refer the applicant to him or her. SIs will ensure all documents are signed and printed on the current processing day and all entries are correct.

b. GC shops without an onsite USAREC SI will adhere to the following procedures:

(1) The SGC will have the applicant complete TAPC-EPMD Form 189-R (Personnel Reliability Program Screening Questionnaire) ensuring the applicant reads, understands, and signs the Nuclear Duty and PRP Eligibility Drug Statement on the last page of the form. The form will be faxed to the supporting USAREC SI to include all supporting documents required by the supporting SI for proper completion of a PRP packet. The supporting SI will then review the PAI and/or PEI (SF 86), certification PAI and/or PEI (SF 86), and USAREC Form 1104 for completeness and applicant eligibility.

(2) At DEP-in, the SGC will schedule an appointment for the applicant to meet the USAREC SI, based on the predetermined SI's trip schedule. The GC will notify the recruiter of the appointment date for travel arrangements. The GC must ensure accomplishment of a face-to-face interview at the satellite MEPS prior to the scheduled AD date. During the interview the USAREC SI will complete an updated TAPC-EPMD Form 169-R or TAPC-EPMD Form 189-R.

(3) After DEP enlistment, the SGC will call the supporting SI providing the Future Soldier's name, address, home telephone number, SSN, enlistment option(s), sex, education, enlistment date, BT site, ASVAB test results, Web-based REQUEST reservation, USMEPCOM PCN 680-3ADP, and the recruiter's name and telephone number.

c. Future Soldiers later found to be disqualified for the Personnel Security Screening Program or PRP will be notified of the disqualification by the supporting USAREC SI. After notification, the GC will negotiate the contract or the enlistee will be separated from the DEP. The USAREC SI will be notified of the action taken.

### K-5. Ship procedures

a. The GC will ensure a face-to-face inter-

view has been accomplished prior to shipping. The GC will ensure that a security packet is present containing a copy of the updated SF 86 (prepared by the USAREC SI), the original and two copies of the TAPC-EPMD Form 169-R, DD Form 1879 (DOD Request for Personnel Security Investigation), TAPC-EPMD Form 170-R (Data Card), the EPSQ disk, and a reproduced copy of the DD Form 1966 series. The enlistee will hand-carry the packet to the USARECBN.

NOTE: The security packet will not become part of the enlistment packet.

b. If the USAREC SI is not available at DEP-out for MOSs that require a PRP screening, the SGC will have the Future Soldier fill out an additional TAPC-EPMD Form 189-R and call the supporting USAREC SI for a telephonic interview. Following acceptance from the supporting SI, the SGC will give the original forms (initial and updated TAPC-EPMD Forms 189-R) to the applicant in a sealed envelope with an attached PRP cover sheet to take to the USARECBN.

c. Applicants requiring both PRP and background investigation (BI) (e.g., MOS 55D) will be administered TAPC-EPMD Form 189-R first, to preclude wasted effort on an unqualified applicant.

NOTE: The completed TAPC-EPMD Form 169-R and TAPC-EPMD Form 189-R (DEP-in and DEP-out) will be scanned into the DEP/DTP folder in ERM.

d. The supporting SI and the SGC will develop mutually agreeable, fixed visitation schedules for the satellite MEPS. At least one visit per month is recommended.

(1) The supporting SI will provide each satellite MEPS a 60-day supply of required forms in appropriately identified packets for use by the GCs.

(2) The SGC at each satellite MEPS will ensure availability of administrative requirements of the supporting SI (i.e., desk, computer, printer, telephone, office supplies, and space appropriate for conducting personal interviews).

#### **K-6. Additional procedures for USAR enlistment**

a. The USAREC SI will screen applicants for enlistment into the USAR that require a security clearance. The USAREC SI will initiate a request for BI or special background investigation (SBI) in the same manner as RA applicants with the following exceptions:

(1) Standard training option. The USAREC SI will conduct an initial interview on the day the applicant contracts into the USAR. A security packet will be prepared following the same procedures outlined in previous instructions given. An updated interview will be conducted on date of shipment to BT. The USAREC SI will report derogatory information developed during either interview to the CCF for adjudication. If CCF determines the applicant is not eligible for clearance, he or she will be returned to the SGC for disposition.

(2) Split training option. Processing of split training option personnel will be the same as for standard training option except a special review of the applicant's enlistment packet will be con-

ducted by the USAREC SI to determine if the applicant has been certified with the minimum clearance required for advanced individual training (AIT). The supporting SI will conduct a third security or PRP interview to make a determination if the Future Soldier has any derogatory information which might have occurred after BT. If there is no proof of clearance in the Future Soldier's 201 file, the USAREC SI will contact CCF for a terminal check. If CCF indicates no clearance has been initiated, individual is ineligible to ship and will be returned to the GC for disposition.

(3) PS applicants. All PS applicants requiring a TS clearance, the USAREC SI will conduct the SI and CCF will adjudicate only. As a reminder, this action will not change any previous instructions given. If the applicant requires MOS training, the USAREC SI will complete the security paperwork in accordance with guidelines previously given for RA applicants. SGCs will take the following actions when processing PS applicants requiring a security clearance other than TS clearance:

(a) Ensure minimum of 60 days between date of enlistment and ADT ship date to permit TPU sufficient time to initiate BI or SBI. Exceptions will only be made after telephonic coordination has been made with TPU involved and confirmation is made that security clearance will be completed prior to ship date.

(b) Ensure Soldiers reporting to MEPS for shipment to ADT has BI or SBI initiated and DD Form 1879 with all supporting documents in the USARECBN packet. Soldiers failing to report with these documents will be returned to the TPU and will not be shipped to training.

b. GCs should schedule USAR Soldiers requiring a security clearance to ship to IADT or ADT as early as feasible in the recruiting week. This will allow time to screen the Soldier's packet and obtain documents as needed.

#### **K-7. MOSs and options requiring SBI, SCI, BI, and Secret and TS clearances**

a. GCs will query QUALS on Web-based REQUEST to determine if the MOS or option the applicant is enlisting for requires an SBI, SCI, BI, or Secret or TS clearance. All applicants requiring one of the above clearances will follow the procedures outlined in paragraph K-3.

b. MOSs requiring PRP screening (i.e., MOS 31B, 31E, 89D, and any other MOS from QUALS that is PRP designated).

#### **K-8. Security clearance questionnaire**

The USAREC SI will review all USAREC Forms 1227 and the security clearance application (PAI and/or PEI SF 86) when an applicant answers yes to any one of the questions except question 9(a). The SI is the approval authority for MOSs requiring a Secret clearance.

NOTE: USAREC Form 1227 must be scanned into the DEP/DTP folder in ERM.

## Appendix L

### Change in Active Duty Date and Delayed Entry Program Renegotiation

#### L-1. Policy

This appendix establishes policies and procedures for GCs to apply in the extension, pull-forward, and renegotiation of DEP contracts.

#### L-2. General

Provisions for DEP extensions, pull-forwards, and renegotiations exist as a management tool to allow flexibility in responding to temporary disqualification(s) for enlistment, disqualification(s) for options, requests for extension or discharge from DEP enlistees, no-shows, requests for early ship, and other reasons authorized by appropriate authority. Extensions, pull-forwards, and renegotiations involve substantive changes to the enlistment contract. To avoid invalidating the contract, such action must be handled with close attention to detail. Under no circumstances will an individual be extended in the DEP as to serve more than 365 days. Exceptions for this policy will be entertained through the Rctg Bde to HQ USAREC, G-3, Operations Division, Policy Branch, via GCR.

#### L-3. Procedures

a. Extensions (same RSW). The automated enlistment annex will serve as DEP orders for all NPS applicants. Therefore, the enlistment annex must document all periods of DEP service. The following actions must be effected for an extension within the same RSW.

NOTE: Change of DEP-out date for Special Training Program members require exception through the Rctg Bde operations to HQ USAREC, G-3, Operations Division, Tactical Operations Center. If the exception is disapproved, the individual will require renegotiation.

(1) USAREC Form 1034 (Delayed Entry Program Status Change/Request) or USAREC Form 1035 (Request to Change Enlistment Option) will be completed by the CLT when it is determined that a renegotiation is necessary. The Rctg Co 1SG or Rctg Co commander will forward the signed USAREC Form 1034 or USAREC Form 1035 to the Rctg Bn operations section.

(2) Once the operations section receives the completed USAREC Form 1034 or USAREC Form 1035, they will scan the forms into the DEP Admin folder in ERM.

(3) The operations NCO will go into the Workflow menu in GCR and initiate RENO.

(4) The operations NCO will initiate RENO. This will start a RENO workflow, sending the RENO request to the Command Group's GCR inbox.

(5) If the RENO can be approved at the Rctg Bn level (see latest RENO message for guidance):

(a) The Command Group will select "Approve" or "Disapprove" and the approved or disapproved RENO will then be sent to the operations NCO and the GC's GCR inbox.

(b) If the RENO is required to go to a higher

level of command for approval, the commander will select "Forward" and GCR will forward the RENO request to the appropriate Rctg Bde operations for approval, disapproval, or forward to HQ USAREC.

(c) Once the RENO request is approved or disapproved, the request will automatically be sent back to the operations NCO's and SGC's GCR inbox.

(6) Extensions requiring changes to enlistment programs and/or options will require the same actions as directed above except that the GC will prepare a new automated enlistment annex.

(a) GCs will renegotiate the Future Soldier, using the RENO Reservation screen to obtain a new reservation. GCs will select a new MOS or ship date, enter the proper cancellation code, and then complete the reservation.

(b) Prepare a new automated enlistment annex. It will be annotated as annex A (for NPS, DOS, and PS). The GC and Future Soldier will sign the new annex and item 3 will reflect the new enlistment reservation.

b. Renegotiations of DEP contracts require completion of USAREC Form 1035 by the applicant and approval by the appropriate authority. The form will be submitted in the same manner as described in a(5)(a) through (c) above. Renegotiations at the direction of HQ USAREC do not require a USAREC Form 1035. In these cases, a copy of the Web-based REQUEST or e-mail message requiring the renegotiation will accompany the cancellation report and the old annex A. GCs will follow the instructions found in a(2) above.

c. Future Soldiers renegotiating and wanting incentives must choose incentives that were offered at time of original DEP-in. This will require GCs to use an older incentive message.

d. Pull-forwards. A pull-forward is a DEP enlistee who for hardship reasons, requests an earlier AD date than originally scheduled.

(1) Enlistee will sign USAREC Form 1035. The appropriate authority must approve these requests. (See latest RENO message for guidance.)

(2) Follow procedures in a(2) above.

(3) An early ship, not at the specific request of the DEP enlistee is prohibited, unless at the direction of USAREC.

NOTE: For all renegotiations the Future Soldier must be physically at the MEPS in order to sign the new automated enlistment annex using the electronic signature pad (no exceptions).

e. If a Future Soldier who is in the RA DS (PS or DOS) must be renegotiated or extended, recruiting personnel will utilize USAREC Form 1034 or USAREC Form 1035 as appropriate, by lining through the portions which refer to the Army's DEP. Enter the words "Regular Army Delay Status" in the lined out areas.

f. The GC and applicant will sign the new automated enlistment annex and make distribution as outlined in g below.

g. Distribution of USAREC OP 4 and automated enlistment annex will be as follows:

(1) Individual - one copy.

(2) Unit - one copy.

#### L-4. Authorized RENO codes

a. CM - Change MOS (may only be used with USAREC's approval).

b. CO - Changed option (incentive, assignment, or ship date).

c. ED - Continuing education (education program prevents from shipping on the original ship date).

d. EE - Erroneous enlistment (used for GC error (i.e., incorrect build in Web-based REQUEST)).

e. EN - ENTNAC pending or failure (tech check results not received).

f. FG - Failed to graduate high school (if applicant has a reasonable chance to complete high school by attending a summer session).

g. HP - Hardship (personal) (validated personal problem).

h. PF - Failed physical fitness assessment (PFA):

(1) First time PFA failure, RENO for 6 weeks.

(2) Second time PFA with Rctg Co commander's letter of recommendation to BLT, RENO for 4 weeks.

i. TM - Temporary medical disqualification (temporary medical condition that disqualifies applicant for a specified period of time. Must have documentation showing RBJ date.).

j. WS - Weight standards (failure to meet weight standards in accordance with AR 40-501 or AR 600-9).

## Appendix M

### Regular Army and Delayed Entry Program Separation

#### M-1. Purpose

This appendix outlines procedures for handling DEP separations and separation from the RA after the Oath of Enlistment.

#### M-2. Procedures for separation from the RA after the Oath of Enlistment

a. Separation from the RA as a result of the discovery of a disqualification subsequent to the Oath of Enlistment, but prior to shipment, will not be sent to a USARECBN, but will be separated locally. Although the GC's responsibilities in this regard are limited to notifying the MEPS of such disqualifications, the GC must be knowledgeable of the separation process.

b. An RA Future Soldier found to be disqualified, after having received the final swear-in Oath of Enlistment for shipment to basic combat training (BCT), but prior to shipment to the USARECBN, will be reported to MEPS for orders revocation, assignment to the Rctg Bn, and subsequent voiding of the enlistment contract in accordance with AR 635-200. Such individuals have, in fact, accessed into the Army. Therefore, Web-based REQUEST reservations will not be canceled and the reservation will be verified in accordance with appendix O. All such actions will be reported by the Rctg Bn operations through the Rctg Bde to HQ USAREC, G-3, Enlistment Standards Division, for investigation of possible RI.

#### M-3. General

DEP separations fall into three categories:

- a. A result of a request from a member of the FSTP.
- b. Discovery of an erroneous or fraudulent enlistment.
- c. Medical disqualifications.

#### M-4. Procedures

a. Enlistees being processed for separation from the DEP will be as follows:

(1) Enlistee will sign USAREC Form 986 (Separation Request Form). If no-show, USAREC Form 986 will still be completed by the CLT without the enlistee's signature. USAREC Form 986 is not required for an enlistee who is medically disqualified by the MEPS physician. For medically disqualified individuals, the MEPS physician must annotate the DD Form 2808 or DD Form 2807-1 with the disqualification. Applicants with medical problems who cannot come to the MEPS must have a USAREC Form 986 accompanied by medical documentation from the applicant's private physician. This documentation will be sent to the MEPS physician for determination. If the MEPS doctor disqualifies the applicant, the loss may be taken as medical.

(2) The GC will cancel the Web-based REQUEST reservation the same day as the US-

AREC Form 986 is received at the GC shop or the same day they become medically disqualified.

(3) All DEP separation information (USAREC Form 986, medical records, etc.) must be scanned into the DEP Admin folder in ERM.

(4) The Web-based REQUEST cancellation printout must be scanned into the DEP Admin folder.

b. For applicants who enlisted into the RA DS (PS and DOS) and fail to enter the RA on scheduled AD date, the procedures are as follows:

(1) Separation orders will not be published for these members. USAREC Form 986 will be completed and Web-based REQUEST reservation will be canceled the same day the request is received by the GC shop.

(2) USAREC OP 4 will be printed and section V, Certification/Approval/Disapproval, will be changed in red ink as follows:

- (a) Line through "is approved."
- (b) Place an "X" in block "is disapproved."
- (c) GC will initial and enter date reservation was canceled next to "is disapproved" and forward the packet to the Rctg Bn operations for distribution.

(3) The USAREC OP 4, Web-based REQUEST cancellation printout, and USAREC Form 986 for applicants in the RA DS will be scanned into the DEP Admin folder in ERM. Additionally a copy will go to the following:

- (a) Individual - One set.
- (b) Unit - One set (applies to members of an RC serving in a unit; TPU, ARNG, USAR, and other service unit members).

(4) For members of the individual Ready Reserve, Inactive National Guard, or other service (nonunit members), and those with no MSO, distribution will be as outlined in (3) above, less unit. Rctg Bn will retain originals for these members.

(5) For reasons of death, do not make any changes to USAREC OP 4. Explanation on USAREC Form 986 will be sufficient. In Remarks section enter "member deceased."

(6) For members whose HIV results are returned positive, USAREC Form 986 will reflect "medical" only in Remarks. USAREC OP 4 will be changed as stated in (2) and (3) above for distribution. Unit notification will be as outlined in AR 601-210, chapter 5, section XXI.

NOTE: All documents pertaining to any type of cancellation, RA, USAR, or DS members will be scanned into those individuals' folders in ERM.

#### M-5. Positive drug test separations

For DEP, RA DS, or DTP loss, members being processed for separation with confirmed positive drug results will be as follows:

a. GC will cancel the Web-based REQUEST reservation on the same date as notification is received from GCR. As a courtesy, the SGC will notify the Rctg Bn commander, via Rctg Bn operations personnel, prior to cancellation of the reservation.

- (1) Positive for THC (marijuana), use can-

cellation code PT.

(2) Positive for amphetamines, use cancellation code PB.

(3) Positive for cocaine, use cancellation code PC.

(4) Positive for both THC and cocaine, use cancellation code PC.

(5) Positive for both THC and amphetamines, use cancellation code PB.

b. USAREC Form 986 is not required for the above cancellations and GCs will not extend these individuals in the DEP for the purpose of processing the DEP separation.

(1) Applicants who have PS and are pending RA enlistment are not in the FSTP, they are in DS. Therefore, no discharge by the Rctg Bn is required; however, notification procedures are required and cancellation of reservation is mandatory.

(2) If the applicant is a current member of any service TPU or unit, and is in DS, a memorandum notifying the commander is required (see fig M-1).

(3) If the applicant is a non-TPU member in RA DS, a memorandum notifying the applicant of the disqualification is also required (see fig M-2).

(4) If the applicant is a USAR enlistee, a memorandum notifying the unit commander is required (see fig M-3).

NOTE: All notification memorandums will be scanned into the DEP Admin folder in ERM.

c. DAT (positive drug test for marijuana, amphetamines, and/or cocaine) separation orders must be published within 10 days of cancellation. A copy of the orders will be scanned into the DEP Admin folder.

#### M-6. Special provisions concerning DEP separations (DEP only)

When an individual enlists into the DEP, the DD Form 4 series is valid until discharge orders are published and signed by the Rctg Bn commander, at which time, the DD Form 4 series becomes void. The Rctg Bn is required to publish the discharge orders within 14 days of the cancellation of the reservation. If the individual determines that he or she wishes to withdraw the separation request (USAREC Form 986), he or she may do so by completing USAREC Form 1034. This individual may then select another option for which qualified. This is essentially the same as a renegotiation, with several days between the cancellation and the new reservation.

a. The above situations are handled the same as a renegotiation as specified in appendix L.

b. These special provisions are applicable only if the cancellation and the new reservation occur within the same RSM.

c. The enlistment packet from the initial enlistment may be utilized.

#### M-7. Requests for DEP loss forgiveness

a. Requests for DEP loss forgiveness will be considered in the following cases:

- (1) Death.

(2) HIV positive.

(3) A verified enrollment of a Reserve Officers' Training Corps (ROTC) scholarship recipient or acceptance to one of the US military academies (West Point, Naval Academy, Coast Guard, Air Force Academy).

(4) An RC member who has been mobilized or called to AD.

b. The approval authority is the Rctg Bn commander, but requires proper documentation (i.e., death certificate, physical exam for HIV, a letter from the school professor of military science showing enrollment, a copy of orders for the mobilized RC member). The Rctg Bn operations section will make verification and scan the documents used to grant relief into GCR under the DEP/DTP, REQUEST cancellation printout folder.

c. DEP contract loss relief point forgiveness only, not contract credit. May be granted for a non-EPTS medical condition.

#### **M-8. Administrative guidelines**

a. Cancellation reports and USAREC Forms 986 will be scanned into the DEP Admin folder.

b. In accordance with AR 135-178 the following procedures must be followed when processing a person for FSTP separation:

(1) When a Future Soldier requests separation from the DEP by signing a USAREC Form 986, the notification process identified in AR 135-178 is considered to have been completed.

(2) When an FTSP member's DAT or HIV test is returned positive, the letter of notification sent in accordance with this regulation is considered to comply with the notification process contained in AR 135-178.

(3) The following will be placed in the DEP Admin folder in ERM:

(a) A copy of the letter sent to the Soldier.

(b) A copy of the DD Form 2807-1 and DD Form 2808 indicating positive DAT results.

(4) When discharge orders are completed, a copy of the original enlistment packet consisting of the DD Form 4 series, DD Form 1966 series, DA Form 3286 series (Statements for Enlistment), SF 86, DD Form 2807-1, DD Form 2808, and the USAREC Form 986 with the discharge order as the top copy will be sent to: Director, National Personnel Records Center, ATTN: Accession and Disposal Section, 9700 Page Ave., St. Louis, MO 63132-5200.

(5) The original DEP enlistment packet will be maintained in ERM.

c. Upon receipt of the DEP discharge orders from the Rctg Bn, responsible GC will deliver them to MEPS (MIRS) personnel to effect the discharge. The DEP discharge order will be scanned into the DEP Admin folder in ERM.

d. Refer to USAREC Reg 601-56 and AR 135-178 for specific details on DEP separation orders.

#### **M-9. REQUEST cancellation codes**

a. The following is a list of Web-based REQUEST DEP loss cancellation codes:

(1) CE - Civilian employment (validated employment with civilian firm).

(2) DE - Declining enlistment:

(a) Future Soldier reported to the MEPS and

refuses to enlist RA and no other reason exists for their declining to take the oath.

(b) Future Soldier refuses to report to MEPS and the CLT has confirmed that no other reason exists other than the Future Soldier just refuses to enlist RA.

(3) DT - Death (date of applicant's death must be included).

(4) ED - Continuing education (validated acceptance in postsecondary education program (i.e., college, university, or technical school)).

(5) FE - Fraudulent enlistment (positive match through RAP sheet, falsified documents or information on enlistment documents, medical documents, or provided false statements concerning qualifications, law violations that were open or not disclosed at time of DEP-in).

(6) FG - Fail to graduate high school (failed to meet the requirements to graduate high school).

(7) HP - Hardship (personal) (validated personal problems that prevents the Future Soldier from fulfilling his or her commitment).

(8) ND - No DEP loss (same day cancellation).

(9) NS - No show (only used by the GC when a Future Soldier fails to report to the MEPS on his or her scheduled ship day and there is no USAREC Form 986 approving the DEP separation for other reasons. GC must contact the CLT to determine status of the Future Soldier for failure to report, confirm Future Soldier is not absent for a legitimate reason. If not valid reason or USAREC Form 986 is not submitted, then the Future Soldier is a no show.).

(10) OT - Other (used if Future Soldier is being separated for homosexual conduct. GC must list the reason in the Remarks section.).

(11) PA - Positive alcohol test (as reported by the USMEPCOM CMO).

(12) PB - Positive amphetamine test (as reported by the USMEPCOM CMO).

(13) PC - Positive cocaine test (as reported by the USMEPCOM CMO).

(14) PF - Failed PFA (failed PFA for a second time without achieving a 50 percent improvement or for a third time).

(15) PG - Pregnancy (only when validated by USMEPCOM CMO or by applicant's personal physician).

(16) PH - Positive HIV (as reported by the USMEPCOM CMO).

(17) PM - Permanent medical disqualification (medical condition that permanently disqualifies for enlistment. This includes temporary medical disqualification. GC will code PM and annotate the reason in the Remarks section).

(18) PR - Police record (open law violation or new law violation since enlistment that disqualifies applicant).

(19) PT - Positive THC test (as reported by the USMEPCOM CMO).

(20) WS - Weight standard (failure to meet the weight standards in accordance with AR 40-501 or AR 600-9).

b. In cases where the code itself does not fully explain the circumstances, a short narrative in the Remarks section is required for clarification. The use of "apathy" is not authorized.

OFFICE SYMBOL

Date

MEMORANDUM FOR TPU Commander of RA DS Member

SUBJECT: Preaccession Drug Testing Results

1. This memorandum is to notify you that (*enter RA DS member's name and SSN*), a member of your command who has requested enlistment in the Regular Army has been determined ineligible.
2. The individual's reservation for enlistment on (*enter AD date*) has been canceled.
3. The preaccession drug test results indicate a disqualifying amount of (*enter type of drug (i.e., marijuana, cocaine)*).
4. The individual will be notified concerning his or her ineligibility for enlistment into the Regular Army by this command.
5. The point of contact at this headquarters is (*enter USAR S-3's name and telephone number*).

(*Rctg Bn Commander's Signature Block*)

CF: Unit Member

**Figure M-1. Sample memorandum to TPU commander on member in RA DS**

OFFICE SYMBOL

Date

MEMORANDUM FOR Non-TPU Member in the RA DS (*Enter the Member's Name and SSN*)

SUBJECT: Preaccession Drug Testing Results

1. This memorandum is to notify you that you have been determined ineligible for enlistment in the Regular Army.
2. Your reservation for enlistment on (*enter AD date*) has been canceled due to your preaccession drug test results which indicated a disqualifying amount of (*enter type of drug (i.e., marijuana, cocaine)*).
3. Although you are ineligible for enlistment into the Regular Army, your military service obligation remains in effect until your normal expiration term of service.
4. The point of contact at this headquarters is (*enter USAR S-3's name and telephone number*).

(*Rctg Bn Commander's Signature Block*)

**Figure M-2. Sample memorandum to non-TPU member in RA DS**

(Rctg Bn Letterhead)

OFFICE SYMBOL

Date

MEMORANDUM FOR TPU Commander of USAR Enlistee

SUBJECT: Preaccession Drug Testing Results

1. This memorandum is to notify you that *(enter USAR enlistee's name and SSN)*, who was enlisted into your unit on *(enter date of enlistment)*, has been determined ineligible for military service.
2. The preaccession drug test results indicated a disqualifying amount of *(enter type of drug (i.e., marijuana, cocaine))*.
3. The training reservation for this individual has been canceled and the individual must be discharged as EPTS-medical in accordance with AR 135-178, chapter 4.
4. Request a copy of the individual's discharge orders be provided to this headquarters.
5. The point of contact at this headquarters is *(enter USAR S-3's name and telephone number)*.

*(Rctg Bn Commander's Signature Block)*

CF: Unit Member

**Figure M-3. Sample memorandum to TPU commander for a USAR enlistee**

## **Appendix N**

### **Before Ship Quality Control Packet Checks**

#### **N-1. Purpose**

This appendix establishes procedures for conducting before ship QC packet checks in addition to the requirements in AR 601-210, chapters 5 and 6.

#### **N-2. General**

a. A systematic approach must be taken while conducting the before ship QC packet check. The steps identified in the following paragraphs will assist the GC in identifying deficiencies which can be corrected prior to the applicant shipping to AD or IADT.

b. A properly conducted before ship packet check represents the final opportunity for the GC to ensure the new Soldier's enlistment qualifications are revalidated and his or her transition from civilian to military life is as smooth as possible. Undiscovered errors made due to oversights by the GC can have far-reaching and severe impact on an individual's military career and the Army. Therefore, strict attention to detail during this process and adhering to regulatory guidance and USAREC directives is mandatory.

#### **N-3. Procedures**

a. Between 7 and 30 working days prior to the Soldier's scheduled AD or IADT date, GCR will place the applicant's enlistment record in the GCR inbox. The GC will review the enlistment packet for completeness and accuracy. When possible, it is strongly recommended that a GC other than the one who enlisted the Soldier conduct the before ship QC packet check. This allows for another "set of eyes" to review the packet.

b. Verify all source documents used to substantiate enlistment eligibility. The GC will examine all source documents in the enlistment record (packet) to ensure they meet the guidelines of AR 601-210, paragraphs 2-1c through 2-1e.

(1) Any source document that is missing or does not meet the requirements of AR 601-210, paragraph 2-1, must be annotated on the QC summary sheet in GCR.

(2) Facsimile copies can be used as source documents, but hard copies must be present in the enlistment packet in order for the applicant to ship unless the approving authority has granted an exception. Facsimile copies will be annotated on the QC summary sheet. In accordance with AR 601-210, paragraph 2-1d and the operational change, facsimiles may be used for shipment when undue delay would occur or the applicant would lose his or her options or shipment. The SGC, operations NCO, or S-3 must authorize the use of facsimiles in those instances. This authorization must be in the free-form Remarks section of the GCR record so that it can be annotated on DD Form 1966/4, Remarks section.

(3) Any missing documents identified will be indicated in the text box of the GCR QC workflow. This will create an e-mail from the SGC all the way down to the recruiter.

(4) Applicants who have dependents must be advised to take original marriage certificate, children's birth certificates, divorce decrees, and other evidence required to substantiate entitlements to the USARECBN and MEPS. The QC summary sheet will be annotated as to which original documents are required on ship date.

(5) Documents received after DEP-in or DTP-in (HSD, driver's license, dependent verification, etc.) will be scanned into the Core Document folder in ERM. GCR will date time stamp any documents that were scanned into ERM after the DEP-in or DTP-in date.

c. Verify the Web-based REQUEST reservation. The validity of the reservation is based upon the data entered by the GC. If incorrect data was entered, there is a possibility of an erroneous enlistment. Any errors need to be brought to the attention of the SGC. At a minimum, the GC will verify the following data fields on the Web-based REQUEST reservation:

(1) Name and SSN.

(2) The enlistment type of the applicant (NPS, PS, or DOS).

(3) Gender.

(4) Physical profile.

(5) Color perception – Normal, Red/Green, or None.

(6) Education level.

(7) AFQT.

(8) Line scores.

d. Verify the qualifications for option(s) and program(s) selected. Although the enlistment record has been QC'd many times at this point, this will be the final opportunity to reverify the Soldier's qualifications pertaining to moral, medical, and enlistment option(s) and program(s) prior to shipping to AD. Appropriate waivers were obtained (if applicable), and all required checks are present. Careful review of the SF 86, USAREC Form 1104, DD Forms 369 (Police Record Check), USAREC Form 1037 (Probation Officer and/or Court Records Report), and any dockets that were required will be conducted to ensure all moral qualifications for enlistment were met. All missing or faxed documents will be identified and posted in the text box of the QC workflow to ensure the CLTs and RS commanders are aware of all documents necessary for the applicant to ship.

(1) Review the medical data on the DD Form 2807-1, DD Form 2808, and the GCR USMEPCOM PCN 680-3ADP. Special emphasis will be placed on ensuring the Soldier had a valid physical on ship date and negative DAT and HIV results are posted. Expired physicals will be brought to the attention of the SGC to ensure arrangements are made with the MEPS medical section and the Soldier (via the CLT) immediately.

(2) Verify the Soldier's MOS qualifications utilizing the Web-based REQUEST QUALS file, AR 601-210, and DA Pam 611-21. When discrepancies arise between these references, the Web-based REQUEST QUALS file will have precedence. Emphasis will be placed on those qualifications unique to certain MOSs such as height requirements, law violations, special tests, typing requirements, distant or near vision, depth perception, etc.

(3) Ensure Future Soldiers enlisting for the LRP have a qualifying loan in accordance with USAREC Reg 621-1 and any appropriate USAREC messages by reviewing the Soldier's promissory notes. If the promissory notes are not in ERM, the GC will annotate the text box of the QC workflow to ensure the chain of command is aware of any situation the applicant may have prior to shipping. Soldiers are not authorized to ship unless they have their promissory notes in their possession (no exception will be authorized). Promissory notes will be scanned into the Core Admin folder in ERM.

e. Verify the status of the Soldier's tech check and ENTNAC and EPSQ results. Follow proper procedures established in appendix J. If ENTNAC results are favorable, GCR will ensure DD Form 1966/4, is annotated favorable and the date posted.

f. Review the enlistment record (packet) for completeness and accuracy in accordance with the applicable appendixes of this regulation and AR 601-210. Emphasis will be placed on ensuring the enlistment annex to ensure the applicant's MOS, primary and associated options are the same as listed on the Web-based REQUEST printout. Only those options and incentives listed on the automated enlistment annex will be considered valid. Anything written into or on the enlistment annex or on DD Form 1966/4 will not be valid.

g. Once the GC is done with the QC, an e-mail message is generated from GCR to the recruiter, RS commander, 1SG, and Rctg Co commander informing them of the packet status and additional documents that may be required.

## Appendix O

### DEP-Out Procedures

#### O-1. Purpose

This appendix provides a systematic approach in accessing AD Soldiers from the DEP into the Army and USAR Soldiers onto IADT or AIT.

#### O-2. General

A Soldier's accession from the DEP to the RA represents the last opportunity to ensure his or her enlistment qualifications are validated. Any errors at this point can invalidate an enlistment and create many hardships on the applicant as well as the Army. It is imperative that all MOSs, options, incentives, and qualifications are carefully reviewed. Therefore, close attention to detail and strict compliance to regulatory guidance and higher headquarters directives are mandatory. DEP-out procedures will be accomplished in accordance with this appendix and AR 601-210, chapters 5 and 6.

#### O-3. Procedures

Once the Future Soldier passes his or her physical inspection, the SGC will assign a GC to process the applicant for accession from the DEP to the RA. The responsible GC will perform the following procedures:

a. Review the DD Form 2807-1 and DD Form 2808 for any additional medical information that was revealed during the inspection. Special emphasis will be placed on ensuring negative DAT and HIV results are posted. The DD Form 2807-1, DD Form 2808, and the USMEPCOM PCN 680-3ADP will be scanned into the Medical folder in ERM.

b. Review the Future Soldier's selected MOS to ensure all qualifications have been met. Certain MOSs will require special qualifications where others don't. Areas of great importance in some of these MOSs are a Soldier's height, Defense Language Aptitude Battery (DLAB) score, depth perception test, distant and near vision, flight physicals, etc.

c. Review the Future Soldier's option(s) selected to ensure all qualifications are met.

(1) Future Soldiers who selected an airborne option will require a "Basic Airborne Qualified" stamp on their DD Form 2807-1. The following statement will also be added to DD Form 1966/4: "Airborne qualified at \_\_\_\_\_ MEPS on \_\_\_\_\_ (date)." The GC will enter the airborne statement using the free-text menu in GCR.

(2) Special care will be taken to identify those Soldiers who have selected the associated Option 27 (LRP). Those who have selected the LRP are not authorized to access to training without their promissory notes, forbearance, or verification of eligible loans. The GC will use the processing procedures found in USAREC Reg 621-1 and any appropriate USAREC messages when processing all LRP recipients. The SGC will ensure the GC forwards the following documentation on ship day to: Commander,

HRC, ATTN: TAPC-PDE-EI, 2461 Eisenhower Avenue, Alexandria, VA 22331-0472. There is no requirement to overnight mail this documentation. Normal postal service will be utilized.

(a) Dep-out dynamic annex.

(b) DD Form 1966 series (to include the Remarks section).

(c) DD Form 2366.

(d) Promissory note(s) and/or letters of deferments or forbearances obtained by the Future Soldier.

NOTE: These forms will be printed from the ERM database.

(e) USAREC Form 1232 (Loan Repayment Program Inprocessing Counseling).

d. Conduct a personal interview prior to printing the DD Form 1966/1 with the applicant to ensure any changes during DEP enlistment are properly documented in the enlistment packet. During the interview, the GC will:

(1) Review the personal data on the USMEPCOM PCN 680-3ADP screen in GCR. Any changes that need to be made must be done on the screen; otherwise the changes will not print on the new forms.

(2) Review the questions in paragraph G-4d. Inform the applicant that any concealed information could have great consequences to his or her military career. Update the enlistment packet as needed.

(3) Ask the Future Soldier if her or she has any reason to believe he or she should be promoted to a higher enlistment pay grade. This is the time to identify problems with promotions, not at the training base.

(4) Ensure the Future Soldier has a picture ID in his or her possession prior to accession.

(5) Scan into the appropriate folder, copy, and certify all additional documentation provided by the Future Soldier to substantiate changes in his or her enlistment packet.

(6) Have the Future Soldier hand-carry the original dependency documents and driver's license.

(7) Special emphasis will be placed on ensuring the Web-based REQUEST reservation, DD Form 4 series, automated ship annex, and the GCR USMEPCOM PCN 680-3ADP are accurate based on the Future Soldier's enlistment packet and changes provided.

e. GCR will code the DD Form 1966/1, items 18-19, in accordance with AR 601-210, table 5-1, automatically.

f. Complete and sign the ship annex for the enlistment options and programs selected. For PS and DOS Soldiers, ensure a copy of the DD Form 4 series along with the DD Form 368 is forwarded to the Soldier's Reserve unit the same day the Soldier is given the Oath of Enlistment. For nonunit members the DD Form 4 series and DD Form 368 will be forwarded to the Commander, US Army Human Resources Command, ATTN: DARP-PAT-R, 9700 Page Blvd., St. Louis, MO 63132-5200. For nonunit members of the Navy, Air Force, Marines, and Coast Guard refer to AR 601-210, paragraph 5-

26b. This is the responsibility of the shipping GC.

g. Verify tech check results. Follow the procedures identified in appendix J and any other directives provided by higher headquarters.

h. Forward the enlistment packet to the SGC. The SGC will review the enlistment packet for completeness and accuracy prior to forwarding the Future Soldier to the MEPS control desk. After the Future Soldier is sent to the MEPS control desk for packet breakdown and Oath of Enlistment.

i. The following documents will be printed at the same time the applicant ships to IADT, training, or permanent party:

(1) Automated ship annex (all) (annex B for everyone).

(2) SF 86 (all) (with the EPSQ attached).

(3) USAREC Form 1104.

(4) USAREC Form 1227 (if applicable).

(5) OPM receipt (if applicable).

(6) Proof of tech check (all).

(7) DD Form 2366 (RA PS and NPS only).

(8) DA Form 5435-R (USAR only).

(9) A copy of all source documents (all).

(10) A current copy of the USMEPCOM PCN 680-3ADP.

(11) DD Form 1966 series with page 1 completely coded.

NOTE: The number of copies required will be in accordance with the local MEPS SOP.

#### O-4. Courtesy shippers

a. When the necessity arises to ship an individual who enlisted from another MEPS, it is imperative the Future Soldier receives the same red-carpet treatment from the gaining MEPS. The GC will ensure the Future Soldier meets all qualifications for the enlistment option(s) and program(s) selected, then confirm all documents are properly completed. Once a review is done, the GC will e-mail the EPSQ information to the shipping MEPS GC.

b. Prior to the Future Soldier's ship day, the gaining Rctg Bn operations section or SGC will take the following actions:

(1) Ensure the individual's record has been transferred. The losing SGC will need to make a ship projection to the gaining MEPS. This will put the Future Soldier on the gaining MEPS PL.

(2) Perform a thorough check of the enlistment record. Ensure that all necessary documents have been completed and verified as required. Missing documents must be brought to the attention of the originating MEPS SGC.

(3) Contact the Rctg Bn operations section to determine the gaining recruiting station identification. Ensure this is reflected in the GCR record.

(4) When necessary, contact the gaining RS to remind the individual regarding any required documentation needed to access to AD.

c. When the Future Soldier accesses or when a problem arises, contact the losing SGC in order for him or her to take the appropriate action(s).

d. It is very important that all SGCs and operations NCOs follow these processing and accession procedures. At no point will the applicant or shipper be forwarded to the USMEPCOM operations section for processing or accession without the SGC reviewing the enlistment packet for qualification, completeness, and accuracy.

All applicants will be cleared out of the "Pending DEP Confirm, Pending Enl Confirm, and Pending Ship Confirm" tabs before the SGC departs the GC shop each day. The only applicants authorized overnight on these tabs are authorized reservation holds and FSR2S test Rctg Cos' reservations.

#### O-5. Training base liaison points of contact

Table O-1 lists the USAREC liaisons' addresses and telephone numbers.

**Table O-1**  
**USAREC liaisons**

Liaison	Address and Telephone Number
Fort Benning	30th AG Battalion (Reception) Building 3020 Fort Benning, GA 31905-5770 DSN 784-9214 Commercial (706) 687-6929/6932 Fax (706) 689-1392
Fort Jackson	120th AG Battalion (Reception) Building 1895 Fort Jackson, SC 29207-6700 DSN 734-4222/5416 Commercial (803) 751-4222/5416 Fax (803) 787-4394
Fort Leonard Wood	43rd AG Battalion (Reception) Building 2100 Fort Leonard Wood, MO 65473-5000 DSN 581-3613/0657 Commercial (573) 596-0567/3613 Fax (573) 596-0662
Fort Knox	46th AG Battalion (Reception) Building 6590, Room 105 Fort Knox, KY 40121-5430 DSN 464-1453/8131 Commercial (502) 624-1453/8131 Fax (502) 624-7259
Fort Rucker	US Army Aero Medical Center Building 301, ATTN: HSY-AER Fort Rucker, AL 36362-5333 Commercial (334) 598-8955 Fax (334) 598-9021
Fort Sill	95th AG Battalion (Reception) Building 2858 Fort Sill, OK 73503-6102 DSN 639-2610/5008 Commercial (580) 442-2610/5008 Fax (580) 581-1267
Lackland Air Force Base	US Army Element E Company DLI Lackland AFB, TX 78236-5680 DSN 473-3553/3554/3004 Commercial (210) 671-3553/3004 Fax (210) 673-0850

## **Appendix P**

### **Reports and Records**

#### **P-1. Purpose**

This appendix establishes the requirement to run daily reports from MIRS, Web-based REQUEST, and GCR.

#### **P-2. General**

a. Automated systems provide data relating to applicant processing, reservations, cancellations, accessions, renegotiations, and results of medical and ENTNAC reports received daily. Completing these reports will reduce the number of GC errors and facilitate timely and efficient transfer of data to the HRC database. All GC shops and Rctg Bn and Rctg Bde operations sections will complete all reports outlined in this appendix. Processing reports will be maintained for 3 years unless otherwise specified.

b. If at 7 days you do not have DAT, 3 days for HIV, or 21 days for ENTNAC results, GCR will generate an e-mail and send it to the SGC and operations NCO informing them that the results are not back. The SGC will contact the appropriate MEPS staff member to determine if there is a problem with the submission or the Future Soldier needs to return for testing or fingerprinting.

c. After enlistment, all enlistment records will be maintained in ERM.

#### **P-3. Required USMEPCOM report (GC shop)**

a. MIRS Report 23 - Daily ENTNAC Submission Report - USMEPCOM PCN ZHM003 is required to be completed daily.

b. Procedures for obtaining MIRS reports. Reports required from MIRS are located in the "Service" module. GCs will select "Service," "View Only," "Process Results," and "MEPS Workload." Enter the current date, service processing for (SPF), and enter number for the desired report. Information contained in these reports will be presented to the MIRS terminal screen and will print using the Shift and F6 keys pressed simultaneously.

c. USMEPCOM PCN ZHM003 provides a consolidated list of ENTNAC submissions for the processing day. The report contains the names, SSNs, SPF, projected active duty date, and submit code. (ENTNAC path "A" or "M" is the only acceptable path.)

d. A copy of this report will be attached to the USMEPCOM Form 727-E and maintained in the recruiting files in the GC shop (current year, plus previous 2 years). USMEPCOM PCN ZHM003 will be maintained with the PL for each day in the active files for each recruiting year.

#### **P-4. Required Web-based REQUEST reports (GC shop and Rctg Bde and Rctg Bn operations)**

a. The SGC will ensure all Web-based REQUEST required reports are completed at the end of each business day. The SGC will be held responsible for the completion and accuracy of all reports.

b. The following reports will be completed at the GC shop.

(1) RA Shippers (confirmed): SGCs must verify using USMEPCOM Form 727-E.

(2) USAR Shippers (confirmed): SGCs must verify using USMEPCOM Form 727-E.

(3) RA Cancellations (confirmed): SGCs must verify using USMEPCOM Form 727-E.

(4) USAR Cancellations (confirmed): SGCs must verify using USMEPCOM Form 727-E.

(5) RA Reservations (confirmed): SGCs must verify using USMEPCOM Form 727-E.

(6) USAR Reservations (confirmed): SGCs must verify using USMEPCOM Form 727-E.

(7) Shippers. This report provides a list to the Rctg Bn and SGC of upcoming shippers. Run both RA and USAR reports using the "Verified Check." The SGC will pull the Ship Report prior to the start of the ship week to ensure accountability of all packets. The SGC will also verify at this time that the before ship QC check is completed and the individual has favorable HIV and DAT results.

(8) (Monthly) Projected Shipper Report by Component. This report will be provided to the USMEPCOM Travel Section on the last Thursday of the calendar month.

(9) (Weekly) Projected Shipper Report. After a complete review with known losses, this report will be provided to the MEPS Travel Section no later than close of business each Thursday. This will reduce the number of last minute cancellations of airline tickets purchased through the Recruit Travel Program.

c. The Rctg Bn operations NCO will complete the following reports daily to ensure completion of all enlistment processing.

(1) RA Shippers (unconfirmed) to ensure all shippers have been confirmed.

(2) USAR Shippers (unconfirmed) to ensure all shippers have been confirmed.

(3) RA Cancellations (confirmed) to ensure all renegotiations and losses have been completed.

(4) USAR Cancellations (confirmed) to ensure all renegotiations and losses have been completed.

(5) RA Reservations (confirmed) to ensure all enlistments have been confirmed.

(6) USAR Reservations (confirmed) to ensure all enlistments have been confirmed.

(7) Unconfirmed Shippers. This will be utilized by the Rctg Bn to ensure all shippers are confirmed at the GC shop. All shippers will be cleared from "Pending Ship Confirm" at the end of the day (e.g., renegotiation, DEP loss, or move ship day within the RSW).

d. Rctg Bn reports will be run by the Rctg Bn Office Code with "include subordinate" selected to ensure all applicants processing for the Rctg Bn are accounted for.

e. Any verified reservation and/or shipper that did not enlist or ship, but was verified as such, will require a reply by endorsement from the Rctg Bn S-3 to HQ USAREC, G-3, Operations Division, Recruiting Operations Center, explaining why, what, how, and corrective ac-

tions taken to prevent future occurrences.

f. Rctg Bn Disposition Roster. The disposition roster accounts for all new enlistments, RA and USAR, same day cancellations, renegotiations, DEP losses, RA shippers, and unconfirmed accessions. This report is provided through the Production Program in ARISS (Top of the System) reports.

g. Since the applicant's complete enlistment record will be maintained in the ERM database, there is no requirement to maintain a residual file at the Rctg Bn headquarters. (This only pertains to applicants enlisted under the GCR Program.) The Rctg Bn will have access to the applicant's record in ERM for the remainder of the current year, plus the next 2 years.

h. The S-3 will perform a 20 percent random packet check on all enlistments for each RSM and a 20 percent verification of all shippers each RSM. The enlistment record will be checked for completeness, documents will be verified (i.e., calling schools for education verification and hospitals for telephonic birth verification) for accuracy. A list (MFR format) of all packets checked and verified will be scanned into the applicant's DEP Admin folder ERM for inspection.

i. Copies of all reports required by this appendix will be attached to the USMEPCOM Form 727-E and filed daily.

j. The Rctg Bde operations NCO will complete the following reports daily to ensure completion of all enlistment processing.

(1) RA Shippers (unconfirmed) to ensure all shippers have been confirmed.

(2) USAR Shippers (unconfirmed) to ensure all shippers have been confirmed.

(3) RA Cancellations (confirmed) to ensure all renegotiations and losses have been completed.

(4) USAR Cancellations (confirmed) to ensure all renegotiations and losses have been completed.

(5) RA Reservations (confirmed) to ensure all enlistments have been confirmed.

(6) USAR Reservations (confirmed) to ensure all enlistments have been confirmed.

(7) RA Production.

(8) USAR Production.

k. Rctg Bde reports will be run by the Rctg Bde Office Code with "include subordinate" selected to ensure all applicants processing for the Rctg Bde are accounted for.

l. Reports will be ran, verified, and attached to the Disposition Roster for the same date.

m. Files will be retained for 3 years.

#### **P-5. Procedures for completing GCR end-of-day reports**

SGCs will ensure accurate and complete dispositions are entered on all processors. The following will detail the completion of the GCR end-of-day reports.

a. At 1600 local time the SGC will receive an e-mail on all applicants that have not enlisted or shipped by 1600. The SGC will be required to enter the end-of-day result codes for all of these

applicants.

b. The following codes are used for the GCR PL (Select a Person screen) in GCR:

- (1) Proj Src (Projection source).
  - (a) G = GCR.
  - (b) L = Leads.
  - (c) M = MIRS.
- (2) MIRS Src (MIRS projected).
  - (a) Blank = Not projected.
  - (b) S = Sent to MIRS.
  - (c) T = Confirmed MIRS projection.
- (3) Act (Action projected for).
  - (a) D = DEP-in.
  - (b) A = Enlist only.
  - (c) B = Enlist and ship.
  - (d) C = Ship only.
  - (e) X = Other processing.
- (4) ARR (Arrival indicator).
  - (a) Y = Applicant has arrived at MEPS.
  - (b) Blank = Has not arrived.
- (5) RSLT CODE (End-of-day result codes).
  - (a) A = REQ TEST (Requires additional test).
  - (b) B = TEST REJ (Failed ASVAB).
  - (c) NOT QUAL = Does not qualify for enlistment.
  - (d) D = Refused to enlist.
  - (e) F = NO HELP (Applicant qualifies for enlistment, no jobs available).
  - (f) G = NO CHG (No change from last status).
  - (g) H = CONFER (Applicant needs to confer with influencers).
  - (h) I = OPT NOT POSS (Applicant desired job or option combination not possible).
  - (i) J = DTP DIS (USAR cancellation).
  - (j) K = DEP DIS (RA cancellation).
  - (k) L = LAW (Applicant revealed law violations, DD Form 369 required).
  - (l) M = SHOP (Applicant shopping).
  - (m) P = PMR (Permanent medical disqualification).
  - (n) Q = Qualify (Qualified not scheduled to enlist).
  - (o) R = RENO (Reno completed).
  - (p) T = Temporary medical disqualified.
  - (r) U = ADMIN (Could not enlist for an administrative reason).
  - (s) Window = Wants to leave outside of available DEP constraints.
  - (t) X = ELOPE (Left MEPS prior to finishing processing).
  - (u) Y = FROZEN (Desired MOS currently on the frozen list).
  - (v) Z = NO OPT (Qualified for enlistment, no jobs available).
- (6) NAME (Self-explanatory).
- (7) PKT STAT (Packet status).
  - (a) GO = Approved packet.
  - (b) NO GO = Disapproved packet.
  - (c) BLANK = Packet has not been QC'd yet.
- (8) E Valid (E-validation indicator). Y = Packet passed level 4 validation (EPSQ level validation).
- (9) SSN (Self-explanatory).
- (10) ED LVL (Education years and level).
- (11) AFQT (ASVAB AFQT score).
- (12) RSID (Self-explanatory).

- (13) MEPS (Self-explanatory).
- (14) SEX (Self-explanatory).
- (15) SPF (Service processing for).
  - (a) DAR = RA.
  - (b) DAV = USAR.
  - (c) DAZ = Army nonapplicant.
- (16) PS (PS indicator).
  - (a) Y = Applicant has PS.
  - (b) N = Applicant has no PS.
- (17) DAY (Arrival day).
- (18) HOUR (Arrival hour).
- (19) MED (Medical test required).
  - (a) F = Full physical.
  - (b) R = Re-physical.
  - (c) I = Inspect.
  - (d) C = Consult as required.
- (20) MED CNSLT (Medical consult required).
  - (a) A = Allergy.
  - (b) B = Neurology or Neurosurgery.
  - (c) C = Cardiology.
  - (d) D = Dermatology.
  - (e) E = Ear, nose, throat (includes audiology).
  - (f) G = Gynecology.
  - (g) I = Ophthalmology.
  - (h) M = Internal Medicine.
  - (i) O = Orthopedics.
  - (j) P = Psychiatry.
  - (k) S = Surgery (General).
  - (l) U = Urology.
- (21) TEST (ASVAB required).
  - (a) E = Initial.
  - (b) 1 = 1-month retest.
  - (c) 6 = 6-month retest.
  - (d) C = Confirmation.
  - (e) R = MEPS commander authorized retest.
- (22) SPEC TEST (Special test required).
  - (a) 1 = DLAB (Defense Language Aptitude Battery).
  - (b) 3 = ECLT (English Comprehension Language Test).
  - (c) T = AFAST (Alternate Flight Aptitude Selection Test).
  - (d) U = EDPT (Electronic Data Processing Test).
  - (e) V = Radio Communication Analysis Test.
  - (f) Y = APT (Audio Perception Test).
- (23) TYPE (Projection type).
  - (a) P = Projection.
  - (b) S = Same day processor.
  - (c) N = Night tester.
  - (d) T = Night tester, next day projection.
  - (e) H = Holdover.
  - (f) K = Same day processor (walk-in).
  - (g) W = Walk-in.
  - (h) M = MET site tester.

c. The result of the Select a Person query contains three hyperlinks that will allow the GC to view information without accessing the applicant's packet.

(1) NAME: This hyperlink calls the USMEPCOM PCN 680-3ADP screen to "Send a Build to Web-based REQUEST."

(2) PACKET STATUS: This hyperlink calls the last QC summary and provides the GC a quick look to determine what information is needed.

(3) E VALID: This hyperlink allows the GC to look at the e-validation report if the value is "N."

## Appendix Q

### United States Army Reserve Specific Processing

#### Q-1. Purpose

This appendix establishes policies and procedures to ensure applicants are properly processed for enlistment, shipped to IADT, and separated from the USAR.

#### Q-2. USAR enlistment programs and options

All applicants must meet basic enlistment eligibility outlined in AR 601-210, tables 2-1 and 3-1, and MOS criteria as described in the Report of Qualifications File Program. In addition, the following procedures and requirements apply:

a. USAR Bands Enlistment Program.

(1) Ensure Web-based REQUEST reflects band MOS enlisting for.

(2) For NPS, place a checkmark in CAS and BT blocks of Web-based REQUEST. For PS place a checkmark in CAS block only.

(3) GC must ensure IADT orders reflect 12 weeks of training required. This information will be in accordance with AR 601-210, table 7-3. Soldier must receive follow-on training with the band at the post where BT was completed.

b. Military Intelligence, Signals Intelligence, Electronic Warfare, and Signal Security Units Enlistment Program.

(1) Minimum enlistment length is 3 years.

(2) Applicant must have an SI at the MEPS prior to enlistment.

(3) GCs will make sure applicants enlisting for MOSs that require a security clearance will be sent to BT at Fort Leonard Wood or Fort Jackson. Individuals enlisting for one-station unit training (OSUT) MOSs will continue to be sent to the locations identified on Web-based REQUEST. If MOS requires security clearance, is not OSUT, and reflects BT site other than listed above, contact HQ USAREC (RO-RA-EXCEPTIONS) via appropriate Rctg Bde for assistance.

c. USAR OCS and USAR WOFT enlistment programs. Processing requirements are in AR 601-210, tables 9-10 and 9-11.

d. ROTC and Simultaneous Membership Program Enlistment Program. Processing requirements are in AR 601-210, chapter 10.

e. Selected Reserve Incentive Program, Student Loan Repayment Program (SLRP), enlistment bonus (EB), and prior service enlistment bonus enlistment options.

(1) SLRP.

(a) NPS.

1. Applicants must be I-IIIs.

2. High school diploma graduate (HSDG) or equivalent.

3. Must enlist for a minimum of 6 years.

(b) PS.

1. No AFQT requirement.

2. HSDG or equivalent.

3. Must enlist for a minimum of 3 years.

(2) NPS EB.

(a) Applicants must be at least I-IIIBs or

higher.

(b) HSDG or equivalent.

(c) Must enlist for a minimum of 6 years.

(d) Bonus is based on vacancy control number.

(3) Prior service enlistment bonus, refer to AR 135-7. Bonus is based on vacancy control number.

(4) The incentives an applicant receives will be printed on the automated enlistment annex. The GC and applicant will sign this annex using the electronic signature pad.

(5) Web-based REQUEST is the authority for all USAR incentives. GCs will choose which incentives an applicant wants on the Web-based REQUEST screen: Bonus by itself, bonus and SLRP together, SLRP by itself, or none at all. After the selection is made, the next screen will show the dollar amount of the incentive.

NOTE: All enlistments will be in accordance with AR 135-7.

f. Army Civilian Acquired Skills Program (ACASP).

(1) For NPS place a checkmark in CAS and BT blocks.

(2) For PS place a checkmark in CAS block only.

(3) EB and SLRP will be in accordance with HQDA and Web-based REQUEST.

(4) GCs must ensure IADT orders reflect the correct number of weeks required for IADT. Enlistments will be in accordance with AR 601-210, chapter 7.

g. Specialized Training for Army Reserve Readiness (Enlistment Program 9K).

(1) For NPS place a checkmark in the BT and CAS blocks only. For MOS field enter appropriate surrogate MOS (i.e., 91WS, 91VS). Place a checkmark in CAS block only for PS. For MOS field enter appropriate MOS as above.

(2) All required forms and coding will be in accordance with AR 601-210.

(3) GCs will provide MEPS with the mandatory return date (MRD) for inclusion on IADT orders.

#### Q-3. Procedures for standard and alternate training program enlistment

a. During the counseling interview the GC must verify with the applicant all source documents (i.e., information contained in DD Form 1966 series, SF 86, etc.).

b. GCR will complete all required entries for the DD Form 1966 series.

c. After making the Web-based REQUEST reservation, the GC will:

(1) Provide the Future Soldier with a copy of the Web-based REQUEST reservation.

(2) Transfer from Web-based REQUEST into GCR and sign the DD Form 1966 series and automated annex.

(3) Print the automated DD Form 1966/1 from this screen that will send the Future Soldier's data to MEPS electronically.

(4) GCR will print any statement that applies to the Future Soldier's enlistment in the Remarks section on DD Form 1966/4.

d. Language reservations.

(1) Web-based REQUEST will offer language training only if the training and vacancy are available. The following two-letter codes are shown on Web-based REQUEST to identify the different languages.

(a) AS - Arabic Syrian.

(b) AD - Arabic Modern Standard.

(c) CM - Chinese Mandarin.

(d) CS - Czechoslovakian.

(e) FR - French.

(f) GM - German.

(g) HU - Hungarian.

(h) JA - Japanese.

(i) KP - Korean.

(j) LA - Spanish American.

(k) PF - Persian Farsi.

(l) PL - Polish.

(m) RQ - Romanian.

(n) RQ - Russian.

(o) SC - Serbo-Croatian.

(p) TA - Tagalog.

(q) TH - Thai.

(2) Web-based REQUEST has been modified to show language training availability even if a DLAB score is not in Web-based REQUEST. (Override must be on for DLAB.) GC must ensure the Future Soldier meets all requirements of QUALS and contacts the Web-based REQUEST manager for correct language code prior to pulling the job.

e. GCR will annotate all required statements for all USAR enlistments.

f. For alternate training reservations the GC is required to enter an MRD of 11 weeks from the individual's RSW date.

NOTE: Applicants must have an education letter that states they are currently a junior, when the last day of school for their junior year is, the start date for their senior year, and what their graduation date will be. All requests to return after the start of the next school year will be accompanied by a letter from the high school acknowledging this fact and a statement from the parents stating that they are aware that their son or daughter will miss the number of days specified.

#### Q-4. Special English as a second language processing for USAR applicants

a. Due to the extended training time for English as a second language (ESL) plus BT, the GC must ensure that applicants for the Alternate Training Program have an MRD, which allows for both. Those scoring below 75 must be scheduled for ESL training prior to BT in accordance with table R-1.

NOTE: Currently in high school applicants are not eligible for enlistment if they require ESL training.

b. Applicants scoring below 40 on the English Comprehension Level Test (ECLT) must enlist for the 6 x 2 option.

c. Ensure all applicants requiring ESL are shipped to Fort Sill with packets marked "ESL" in red on the outer envelope.

#### Q-5. Procedures for processing PS

- a. PS processing will be in accordance with AR 601-210, chapters 3 and 5.
- b. ARNG transfers will be processed in accordance with AR 601-210, chapter 5, section VIII.
- c. Full process PS will be processed in accordance with AR 601-210, chapters 3 and 5 (USAR specific paragraphs) and any appropriate messages.

#### Q-6. ETP

- a. All requests for ETPs will be sent to the appropriate approval authority by using the Workflow program in GCR.
- b. Requests with unit vacancy problems will be forwarded directly to the USAR Strength Management Office.
- c. Requests for training seats will be forwarded to HQ USAREC.
- d. All 50-mile statements will be annotated in the Remarks section of DD Form 1966/4 by the enlisting GC after verification with the USAR unit. The GC will use the free-text menu in GCR.

#### Q-7. Procedures for training reservation changes

NOTE: Area Command within this regulation refers to the United States Army Reserve Command, United States Army Pacific Command, United States Army Special Operations Command, etc.

a. Training seat MOS changes will not be made solely on the desire of the USAR member or the TPU commander. Changes of a confirmed Web-based REQUEST MOS reservation from one MOS to another prior to entry on IADT or ADT will be based upon one of the following reasons:

- (1) Reorganization of the unit for which enlisted in accordance with AR 140-10.
- (2) Change in CMF or MOS due to reclassification in accordance with DA Pam 611-21.
- (3) Change in individual's medical fitness standards in accordance with AR 40-501.
- (4) Change in civilian education, which would prevent the member from meeting prerequisite qualification of initial or intended MOS in accordance with DA Pam 611-21 and Web-based REQUEST QUALS.
- (5) Change in MOS due to transfer of enlistee to another TPU in accordance with AR 140-10.

b. The TPU commander can authorize changes from the Alternate Training Program to the Standard Training Program. Changes from the Standard Training Program to the Alternate Training Program can be authorized by the Area Command.

c. Units that are deactivating or reorganizing require approval from the Area Command. This must be accomplished prior to any action occurring on Web-based REQUEST. Approval documentation will be forwarded to the appropriate GC identifying the Soldier's name, SSN, ship date, and new MOS. Upon receipt of approval documentation the GC will take the fol-

lowing action:

(1) In Web-based REQUEST under "Process Applicant" tab to "Reno Reservation" and continue the process to pull either new vacancy or training seat. Once the new reservation has been made the GC and Future Soldier will sign the new enlistment annex using the electronic signature pad. The GC will have the opportunity to cancel the current reservation.

(2) For alternate training Soldiers, GCs will cancel SP2 reservations immediately upon notification that renegotiation has been authorized. The renegotiation approval authority should list MOSs that have been identified for the Soldier. GCs will call HQ USAREC (RO-RA-EXCEPTIONS) to have the SP1 record edited to reflect the new MOS. At this time the GC will proceed to build the SP2 record and accomplish the reservation for the new MOS.

NOTE: All approval documentation will be added to the DEP Admin folder in ERM.

d. GCs must ensure appropriate orders are amended and properly distributed (i.e., Soldier's ship packet, TPU, ERM, recruiter, etc.). Soldiers whose units have also changed will not have this change reflected on Web-based REQUEST. However, GCs will ensure the amended orders reflect the correct unit of assignment.

e. Request for MOS changes must be submitted for approval, in writing, through the USAR chain of command. All requests should arrive at the Area Command not less than 90 days prior to the start of IADT or ADT. Phase II, Alternate Training Program is considered a part of IADT. Alternate training (Phase II) requesting change in MOS due to AIT course length versus personal commitments (e.g., college or employment) are not routinely considered. Phase II Future Soldiers are required to enter AIT within 1 year of completion of BCT (Phase I) to complete IADT in the MOS for which enlisted.

f. The TPU will ensure Future Soldiers who cannot be reassigned or will not accept unit and MOS reassignment are processed for discharge action. GCs will immediately cancel the training seat upon written notification that the unit is processing for discharge.

g. USAR NPS personnel requiring a delay for entry on IADT that exceeds 365 days for HSDGs, high school seniors (HSSRs), or currently in high school, and 180 days for nonhigh school graduates or general education development (GED) require approval by appropriate Area Command for the following reasons:

- (1) Extreme personal hardship.
- (2) To obtain a security clearance.
- (3) To coincide with a special MOS school.
- (4) Enrollment (or prospective enrollment) in college.
- (5) Temporary medical disqualification.
- (6) To complete high school graduation requirements.

h. Medical disqualifications (waivers are processed through the Area Command):

(1) Individual TMR'd for not meeting the procurement weight standards in AR 40-501 will be returned to the TPU for disposition in accor-

dance with AR 135-178.

(2) All TMR cases will have a new ship date established in the same MOS when fully qualified.

(3) All PMR shippers will be referred to the Area Command.

#### Q-8. Authorized USAR RENO codes

All RENO requests must have a letter from the TPU commander or authorized representative requesting a change to the individual's ship date as well as USAREC Form 1034. (Future Soldiers in the RDEP program will follow the RA renegotiation guidelines outlined in app L.)

a. CM - Change MOS (used only with HRC-St. Louis' approval).

b. CO - Changed option (if changing from alternate training to standard training or standard to alternate training, must have HRC-St. Louis' approval).

c. ED - Continuing education (education program prevents from shipping on the original ship date).

d. EE - Erroneous enlistment (used for GC error (i.e., incorrect build in Web-based REQUEST)).

e. EN - ENTNAC pending or failure (tech check results not received).

f. FG - Failed to graduate high school (If applicant has a reasonable chance to complete high school by attending a summer session).

g. HP - Hardship (personal) (validated personal problem).

h. PF - Failed PFA:

(1) First time PFA failure, RENO for 6 weeks.

(2) Second time PFA with Rctg Co commander's letter of recommendation to BLT, RENO for 4 weeks.

i. TM - Temporary medical disqualification (temporary medical condition that disqualifies applicant for a specified period of time. Must have documentation showing RBJ date).

j. WS - Weight standards (failure to meet weight standards in accordance AR 40-501 or AR 600-9).

#### Q-9. Reporting procedures

Once the Future Soldier has been accessed and all documentation pertaining to the enlistment has been verified, the Soldier is ready to ship out to the USARECBN or directly shipped to the TPU if the enlistee is a reenlistee. All USAR high school and Phase II shippers will have a certified true copy of their HSD or transcripts to verify completion of high school prior to shipping to BT and/or AIT.

a. Standard shippers and Phase I (alternate trainees) will report to the MEPS for IADT. The GC will verify all USAR enlistee packets to ensure shipment and return orders are correct. School and seasonal employment date is a mandatory entry and will be checked for accuracy; "unknown" or "NA" is not acceptable. GCs will also make sure that the enlistee still meets the USAR enlistment medical procurement standards and QUALS. If enlistee (standard) failed to graduate or obtain proper education status

as outlined in QUALS, unit commander (or designated representative) will be notified. Soldier will be shipped as scheduled if MOS enlisted for does not require an HSD or GED diploma in accordance with QUALS and DA Pam 611-21. When QUALS requires education status (i.e., HSDG) that has not been obtained by enlistee, he or she will not be shipped. HSSRs and Phase II shippers must present proof of secondary school graduation prior to entry into training in order to receive entitlements under the Selected Reserve Incentive Program. If enlistee has been promoted by USAR unit commander, DA Form 4187 (Personnel Action) and supporting documentation will be included in the ship packet.

b. GCs will also check with Soldiers for recent involvement with law enforcement agencies or pending court appearances that may preclude shipment to IADT. If any recent law violation is disclosed the GC will verify QUALS eligibility and the TPU commander (or designated representative) will be notified. The TPU commander (or designated representative) will determine if that member is to be shipped for IADT. All additional information will be added to the member's DD Form 1966 series and unit commander's disposition noted in the Remarks section of DD Form 1966/4 using the free-text program in GCR. Applicable pages of the DD Form 1966 series and copies of records of telephone conversations will be scanned in the appropriate folder in ERM. (Must meet MOS qualifications and court date cannot take place during training.)

c. The following applies to Phase II only. The GC will make the reservation only after verification that a Soldier has completed BCT. The recruiter for that Soldier will notify the MEPS when his or her Soldier has completed BCT.

(1) To preclude unnecessary delay at training sites, the following actions are required as applicable:

(a) Check with Soldiers for any QUALS disqualifications and for any recent involvement with law enforcement agencies or pending court appearances that may preclude IADT shipment. Procedures in a and b above will be followed.

(b) Missing records are a high visibility problem for the Phase II Soldiers. Screen Soldier's Military Personnel Records Jacket (MPRJ) and ensure that finance, clothing, medical, and physical training records are not missing. If records are missing contact the TPU for assistance. The Soldier will not be shipped if they are missing any records.

(2) The GC will inform the Soldier that he or she will remain at the training base until MOS qualified.

(3) If the Soldier has been promoted, DA Form 4187 (completed by the unit or TPU) must be included in the ship packet and scanned into the DEP Admin folder in ERM. To determine proper grade for shippers a suspense file will be set up and maintained for the following actions:

(a) Four months prior to ship date the GC will contact the TPU either in writing or telephonically,

using an MFR, to determine the Soldier's status, including pay grade and present address. The record of this contact will be maintained in the shipper's file and scanned into the DEP/DTP Admin folder in ERM.

(b) After SP2 reservation is made, the request for orders, utilizing current data provided by the unit will be submitted to MEPS.

(c) MEPS will not amend an order to show a new pay grade once the Phase II order has been published.

(d) Promotion documents on Soldiers promoted after the MEPS order was published will be provided to the GC and forwarded to the USARECBN with the Soldier.

(4) The GC will make contact either in writing or telephonically no later than 30 days prior to ship date requesting Soldier's MPRJ. Ensure all TPUs are aware of the requirements of AR 140-10, paragraph 3-24. Soldier's MPRJ must arrive at MEPS no later than 7 days prior to ship date. The 7- to 30-day packet check will be accomplished upon receipt of MPRJ. If GC is not in receipt of Soldier's MPRJ at this time, the GC will immediately notify the Soldier's TPU. It is the TPU's responsibility to ensure that all possible resources are utilized to have the Soldier's MPRJ brought to the GC. If all attempts fail, Rctg Bn operations will obtain permission from the respective training base to ship the Soldier with a copy of their residual file maintained at the Rctg Bn. Once approval has been obtained, forward request for ETP to HQ USAREC, G-3, Operations Division, Policy Branch, via appropriate Rctg Bde using the Exception workflow in GCR. All Phase II records will include the following:

(a) Field MPRJ (training information, security clearance documentation, promotion orders, equipment operator's qualification information if required, and medical and dental records).

(b) Clothing records.

(c) All Phase II shippers are required to arrive at MEPS with their full initial issue to include class A uniform.

(5) To better manage USAR Phase II reservations and to improve our reaction time to reprogram training seats, the following procedures apply:

(a) The USAREC liaison noncommissioned officer at the USARECBN will receive orders for all USAR Phase I that are entry level status separations. Upon receiving orders they will cancel SP2 reservations (if one exists) using code 9 and the remarks will state, "USAREC LIAISON ENTRY LEVEL STATUS SEPARATION." They will also update SP1 record and the remarks will state "TRADOC discharge."

(b) The SGC will run USAR Cancellation in Web-based REQUEST under Reports to identify any cancellations made, so that any packets that are maintained by the USAR GC can be forwarded to the Rctg Bn and to the USAR unit.

(c) Even though we are receiving assistance from the USAREC liaison, it is the responsibility of the GC to continue to maintain and update the SWAR Report.

d. To preclude placing enlistee in a nonduty, nonpay status upon entry on IADT, the GC will ensure that MEPS IADT orders reflect a USARECBN report date that is within 24 hours of the return to MEPS date for entry on IADT processing. (For example: PVT Smith's Web-based REQUEST reservation shows a 6 November USARECBN date (Monday). PVT Smith's MEPS IADT orders shows a "Return to MEPS" date of 2 November (Thursday) and a USARECBN report date of 3 November (Friday)).

#### **Q-10. Failure to ship (no-show)**

a. The GC or Rctg Bn USAR operations NCO or S-3 will immediately contact the recruiter and USAR unit commander when a USAR member fails to return to MEPS for entry on IADT and shipment to the USARECBN and request assistance in determining the member's status.

b. The determination by the unit commander (or designated representative) will establish whether an extenuating circumstance prevented the member from reporting to MEPS. Whether an extenuating circumstance existed will be determined by the same standards as classifying an absence as "unavoidable" as defined by AR 630-10.

c. An MFR between the unit and GC or Rctg Bn USAR operations NCO or S-3 will be completed prior to cancellation of the training seat. The GC must have a copy of the MFR before the training seat is canceled. The MFR will include the name of the unit commander (or designated representative) and date that a decision was made as to why the Future Soldier did not report. A copy of the MFR and Web-based REQUEST cancellation printout will be scanned into the appropriate folder in the ERM database. All efforts will be made by the GC to contact higher headquarters for disposition.

d. If an extenuating circumstance did exist (e.g., sickness, injury, hospitalization, or death in the member's immediate family), the GC will cancel the Web-based REQUEST training reservation, coordinate a new date for entry on IADT with member's unit commander, and notify MEPS, in writing, that an amendment to the IADT order is required. If new training date exceeds DTP constraints, approval must be obtained through USAR channels in accordance with AR 601-25. A copy of the MFR will be retained in ERM.

e. If an extenuating circumstance does not exist, the GC will cancel the Web-based REQUEST training reservation using cancellation code "No-Show" and forward the member's enlistment packet to the Rctg Bn S-3. (The GC must have a copy of the MFR authorizing the cancellation before the training seat is canceled.) A copy of the MEPS IADT order will be sent with the packet. The MEPS IADT order will not be revoked. A copy of the MFR will be scanned into the ERM database.

#### **Q-11. USAR separations and cancellations**

a. Separation from the USAR (Future Sol-

diers in the RDEP will follow the RA cancellation guidelines outlined in app M):

(1) The USAR unit command has separation authority prior to IADT.

(a) PMR. If the disqualification is discovered at the MEPS, the GC will cancel the Web-based REQUEST training reservation and a memorandum and the ship packet for disposition will be sent to the unit commander.

(b) TMR. When the MEPS physician recommends a delay of more than 180 days but less than 1 year, the USAR member will be returned to TPU.

(c) Other. Upon notification by the TPU commander that a USAR Soldier is to be separated the GC will cancel the Web-based REQUEST training reservation.

(d) All MEPS orders will be revoked except for cancellation code "No-Show" or "Refusal to Ship."

(2) TRADOC entry level separation. Upon notification the SGC will forward a copy of the cancellation notification and GC Phase II residual packet to the Rctg Bn operations for distribution to the USAR unit.

(a) Other. Upon notification by the TPU commander that a USAR Soldier is to be separated the GC will cancel the Web-based REQUEST training reservation.

(b) All MEPS orders will be revoked.

(3) Upon receipt of separation orders or notification from the Soldier's TPU commander or designated representative, the Rctg Bn will forward the packet with a copy of the Web-based REQUEST cancellation to the TPU.

(4) USAR FSTP losses identified at least 45 days before ship date will be canceled by the GC and the training seat resold.

(5) Rctg Bns will retain a copy of the Web-based REQUEST cancellation and supporting documents and scan them into the appropriate folder in the ERM database.

b. Cancellation and request for discharge procedures.

(1) The Soldier's unit must be notified of request for training seat cancellation by the recruiter, either in person or telephonically.

(2) There are differences in the procedures for canceling training reservations, depending on who initiates the request, the unit or the Soldier as identified below:

(a) Unit request for cancellation:

1. TPU will forward request, through the recruiter to the GC, on a memorandum or USAREC OP 3 (Training Seat Cancellation (DA Form 4187)) stating reason for cancellation.

2. GC will notify CLT of loss.

3. GC will cancel reservation on Web-based REQUEST the same day as receiving notification.

(b) USAR Future Soldier requests cancellation: Recruiter, RS commander, and CLT will assist the Soldier and TPU in accordance with USAREC Reg 601-95.

(3) GC will:

(a) Verify that USAREC OP 3 is complete and section V, Certification/Approval/Disapproval, has been checked "Approved" and the TPU commander or his or her designated representative has signed the bottom of USAREC

OP 3.

(b) Complete cancellation actions in accordance with applicable regulations and policies. GC must ensure the proper cancellation code currently in effect on Web-based REQUEST is used. GC will verify that the Web-based REQUEST cancellation and the USAREC OP 3 or memorandum from TPU are included in the appropriate folder in the ERM database.

(c) Forward packets (ship and Rctg Bn residual) to Rctg Bn operations.

(4) Rctg Bn operations will:

(a) Ensure a copy of the USAREC OP 3 or memorandum from TPU and Web-based REQUEST cancellation printout are included in the applicant's ERM record.

(b) File the Rctg Bn residual in accordance with this regulation.

(c) Once the ship packet has been checked for completeness, forward the ship packet to the unit.

(5) GC will ensure the following required documentation accompanies all requests to cancel training as appropriate:

(a) Medical. If Soldier is disqualified by a MEPS doctor, USAREC OP 3 is not required for cancellation, but a copy of the DD Form 2807-1 and DD Form 2808 will be included. If found disqualified by another military medical treatment facility, or provides documentation verifying a disqualifying medical condition, USAREC OP 3 must be initiated and medical documentation attached. The medical documentation must be submitted to the MEPS doctor for evaluation and updating of the physical profile. A copy of the updated DD Form 2807-1 and DD Form 2808 must also be included.

(b) Education. If Soldier requests cancellation for higher education (i.e., scholarship, military academy, etc.), USAREC OP 3 must be initiated.

(c) Joined other component. If applicant joins the RA DS Program, the GC must obtain a copy of the Web-based REQUEST reservation. The existing USAR reservation must be canceled the same day. If the applicant joins another component (e.g., Navy, Air Force, Marine Corps, or National Guard), then a copy of the discharge orders will be included with the cancellation request. For other components, the training seat will always be canceled. The GC is responsible for mailing the DD Form 4 series and completed DD Form 368 to the losing component on the individual's ship date.

(d) Personal (unit interview is required). This category includes hardship, refusal to ship, employment conflict, etc. Unit will provide first endorsement to USAREC OP 3 with a reason for cancellation.

(e) For positive DAT see paragraph M-5.

(f) Other (specify). Used for unusual circumstances not covered by other categories (use of this category should be minimal and must have supporting documentation).

(6) In all cases, GCs will further explain the reason for the cancellation in the Remarks section.

#### **Q-12. Web-based REQUEST USAR cancellation codes**

a. CE – Conflict with civilian employment (confirmed with letter from employer).

b. DP – Discharged prior to initial entry training.

c. DS – Declined to ship. (Only used when Future Soldier arrives at the MEPS to ship and refuses. May also be used for USAR Future Soldier loss where the reason for the cancellation does not match any other authorized loss code.)

d. DT – Death.

e. ED – Continuing education (validated acceptance in postsecondary education program (i.e., college, university, technical school, service academies, or 2-, 3-, or 4-year ROTC scholarship recipients)).

f. FC – Prevent file cancellation (used when individual joins another component after attending BT and/or AIT).

g. FE – Fraudulent enlistment (positive match verified with RAP sheet from OPM, falsified documents or information on enlistment documents, medical documents, or provided false statements concerning qualifications).

h. FG – Fail to graduate (failed to meet the requirements for high school).

i. HP – Hardship (personal) (validated personal problems (i.e., immediate family member death)).

j. JC – Joined other component (if joining another component to include RA prior to attending BT).

k. ND – No DEP loss (only for same day cancellations, once the Future Soldier has been confirmed in Web-based REQUEST, this code is off limits).

l. NS – No show (only when the Future Soldier fails to arrive at MEPS on ship date, no USAREC Form 986 is submitted).

m. OT – Other (positive for HIV or has been ordered to AD with unit).

n. PA – Positive for alcohol test (as reported by USMEPCOM CMO).

o. PB – Positive for amphetamine test (as reported by USMEPCOM CMO).

p. PC – Positive for cocaine test (as reported by USMEPCOM CMO).

q. PG – Pregnancy (validated by USMEPCOM CMO or by personal physician).

r. PM – Permanent medical condition (condition develops or occurs while in the FSTP that is disqualifying).

s. PR – Police record (open law violation or new violation received since enlistment that disqualifies the Future Soldier).

t. PT – Positive THC test (as reported by USMEPCOM CMO).

u. RS – Joined ROTC/SMP. (Can only be used when Soldier attends ROTC basic camp in lieu of BT. Must submit ROTC letter of appointment.)

v. TI – Troop unit program inactive or reorganized (Soldier has no other opportunities to transfer units or through no fault of their own cannot agree on an acceptable replacement).

w. UR – Unit request (unit request with no specifics as to why they discharged the Soldier or positive alcohol or drug test at the unit).

x. WS – Weight standards. (Individual fails to meet the standards of AR 40-501 or AR 600-9. This includes underweight as well.)

## Appendix R

### Regular Army Options and Incentives

#### R-1. Purpose

a. This appendix establishes policies and procedures to ensure applicants are properly processed for specific options. It includes required statements, verification documentation, and special instructions not included in AR 601-210 or other regulations.

b. This appendix consolidates implementing instructions and guidance for the management of current recruiting options and incentives, including MOS listings for the RA EB Program, Army College Fund (ACF), US Army Unassigned Training Enlistment Option, US Army English Comprehension Enlistment Option, US Army Buddy Team Option, College First Program, GED Plus Program, 2-Year Enlistment Option, Airborne Training Option, Army Civilian Acquired Skills Option, Army Bands, WOFT Option, OCS, Partnership for Youth Success (PaYS), Training of Choice, Station of Choice, and the RA LRP.

#### R-2. General

a. RA enlistment options and incentives are available for qualified male and female applicants. Options are designed to merge the needs of the Army with an applicant's desires.

b. GCs must be sure that individuals applying for specific options:

(1) Meet the prerequisites for that option including moral, color vision, physical profile, eyesight, and educational requirements (to include any high school or college courses prior to enlistment).

(2) Ensure the completed enlistment annex reflects the most current enlistment options and programs.

NOTE: All required statements for enlistment for the applicant will be printed in the Remarks section of DD Form 1966/4.

c. AR 601-210, chapter 9, along with all current USAREC messages, lists and describes each authorized enlistment option and shows the proper forms associated with each option.

#### R-3. Procedures

a. Prior to accessing the Web-based REQUEST reservation program, the GC will conduct an interview to determine the applicant's interests in order to merge those interests with Army requirements. MOS videos may be used to assist in this interview.

b. Web-based REQUEST is designed to display only those MOSs and options for which the applicant is qualified. However, in some instances (discussed below under special processing), an MOS or option may be displayed for which the applicant is not qualified. GCs must ensure they are familiar with these special processing procedures.

c. The GC will ensure the applicant understands the precise nature of the option commitment and guarantee. Specifically, applicants must understand the terms of their enlistment, the date they are scheduled for AD, the scope of

the training they are to receive, the terms and conditions of any recruiting incentive program they have accepted, and any additional prerequisites which cannot be determined until after enlistment (i.e., security clearances, completion of "leader" MOS training, etc.), to include the results of a failure to attain those prerequisites.

#### R-4. Procedures for applicants requiring ESL training

a. All applicants who speak ESL (anyone whose records indicate he or she is not a native speaker of English and have resided in the United States for less than 1 year; will likely include NPS applicants from Puerto Rico) will take the ECLT at the MEPS.

b. Applicants not scheduled for the ECLT on ARISS, who demonstrate difficulty understanding or speaking English will be scheduled for the ECLT prior to pulling an enlistment reservation.

c. When ECLT scores are returned they must be reviewed. Ensure the ECLT score is built into the applicant's record in Web-based REQUEST. If the score is 75 or above, normal processing procedures apply. Those scoring below 75 must be scheduled for ESL training prior to BT in accordance with table R-1, unless enlisting for the USAR Arabic Linguist Individual Ready Reserve Program where the ECLT score must be 80 or higher.

d. The GC must determine the desired training date and add the number of weeks for ESL training to the desired training date. This will be the applicant's USARECBN arrival date.

e. GCs may secure the reservation using normal Web-based REQUEST procedures using the USARECBN date as determined above.

#### R-5. Recruiting incentive programs

a. Training of Choice. The Army guarantees, in writing, a specific MOS or CMF, as well as provides a guarantee to Airborne, Language, and Intelligence MOSs and training if selected and if qualified for the specific training enlisting for. Eligible to NPS and PS applicants enlisting for the minimum term of enlistment authorized by Web-based REQUEST.

b. Station of Choice. The Army guarantees, in writing, a first duty assignment to a station, unit, command, or area. Guarantee is for a minimum of 12 months from arrival at the station, unit, command, or area.

c. RA EB Program.

(1) Eligibility. All applicants for the RA EB must:

(a) Meet basic eligibility criteria for enlistment in accordance with AR 601-210.

(b) Be NPS.

(c) Qualify as Tier 1 status in accordance with USAREC Reg 601-101.

(d) Attain an AFQT score of 50 or higher on the ASVAB or 31 to 49 AFQT if offered by the current incentive message.

(e) Meet the eligibility requirements of and enlist for a specific MOS.

(f) Enlist for 2, 3, 4, 5, or 6 years (based on latest message).

(2) Processing procedures.

(a) GC will reference latest incentive message to verify eligibility for bonus.

(b) GC and applicant will sign the enlistment annex.

(c) Those applicants that do not qualify for a bonus will not have any reference or statement pertaining to EBs in their enlistment annex.

(d) Those applicants that qualify for an EB but decline the bonus, no statements concerning EBs will be printed on the enlistment annex. Therefore the applicants will never receive a bonus.

(e) GCs will ensure each applicant who is eligible for a bonus is offered a bonus.

d. ACF enrollment procedures (MOS must be listed in the latest incentive message).

(1) Individuals must enlist for the MGIB plus ACF option.

(2) GCs will complete the enlistment annex.

(3) Applicants must be counseled not to disenroll from the program after they arrive at the USARECBN.

e. LRP eligibility. All applicants for the RA LRP must meet basic eligibility criteria for enlistment. For specific eligibility criteria, HQDA policy, and processing procedures for the LRP refer to USAREC Reg 621-1 and latest incentive message.

f. OCS.

(1) Available to qualified applicants with or without PS enlisting for 3 years.

(2) Must be at least 19 years of age and not have passed their 29th birthday at time of RA enlistment.

(3) Must be a US citizen.

(4) Must have a 4-year college degree or higher. (College seniors may apply.)

(5) Must achieve a minimum general technical score of 110 on the ASVAB test.

(6) Candidates will receive E-4 pay while in BT and E-5 pay while in OCS.

(7) Graduates of OCS are commissioned as second lieutenants.

(8) OCS applicants are not eligible for the ACF or the LRP. They are eligible for the MGIB. (See AR 601-210, chap 9.)

g. WOFT Program.

(1) Available to qualified applicants with or without PS enlisting for 3 years.

(2) Applicant must be a high school graduate.

(3) Applicant must be at least 18 years of age but not have passed their 29th birthday at time of RA enlistment.

(4) Applicant must be a US citizen.

(5) Applicant must score 90 or higher on the revised Flight Aptitude Selection Test.

(6) Applicant must achieve a minimum general technical score of 110 on the ASVAB test.

(7) Applicant must undergo a Class I Flight PE in addition to the PE at the MEPS and have the Class I Flight PE approved by Fort Rucker, Alabama, prior to the USAREC selection board. Flight physical must be less than 18 months old.

(8) Candidates will receive E-4 pay while in

BT and E-5 pay while in Warrant Officer Candidate School training. Applicants incur a 6-year service obligation from the date of graduation as a warrant officer.

(9) WOFT applicants are not eligible for the ACF and the LRP. They are eligible for the MGIB. (See AR 601-210, chap 9.)

h. Army bands.

(1) Applicants for the Army Band will access under MOS 42R with an additional skill identifier, 9B through 9U, identifying the instrument played.

(2) The Bands Branch, HRC, will issue the applicants a control number at the time that they audition. An audition form is not required as part of the enlistment record.

(3) Any questions concerning the Army Band Program should be directed to HQ USAREC, Senior Band Liaison at 1-800-223-3735, extension 60485 or (502) 626-0485.

i. ACASP.

(1) Applicants with prior training, education, and/or experience (not obtained through military service) may qualify for enlistment at a higher pay grade and use their civilian skills in the Army.

(2) For eligibility requirements see AR 601-210, chapter 7.

(3) Applicants are still required to meet the MOS qualification line scores for the MOS in question.

j. College First Program. (Test program for 5 years from 2000 through 2005 and has three test cells.)

(1) Applicants must be HSSRs or possess an HSD or other Tier 1 education credential and have an AFQT of 50 or higher.

(2) Must begin their postsecondary education program within 4 months of their contract date or no later than 4 months after their high school graduation. They are required to remain actively enrolled in a full-time student status. If they remain unenrolled for a continuous period of more than 3 months, they will be required to immediately access to AD or be a DEP loss and repay the Government for all money expended on their behalf.

(3) Participants in the College First DEP Program will receive \$250 per month allowance for the first year of the enrollment and \$350 per month for the second year that they attend a postsecondary educational program in a full-time student status. An individual will not receive the college first educational stipend for more than 24 months, or in less than a full-time status determined by the educational institution.

(4) A letter from an accredited postsecondary education institution or a USAREC Form 1229 (College First Education Verification) indicating that the applicant is accepted for admission and indicating a start date, must be presented at time of enlistment. The applicant will enter onto AD no later than 30 months from the contract date.

(5) All required enlistment statements for college first enlistees will be printed on the automated enlistment annex by GCR.

(6) Refer to current USAREC messages for guidance and further details.

(7) The College First Enlistment Program is only available in authorized test Rctg Bns.

## **R-6. Recruiting incentive options**

a. Airborne Training Option.

(1) This option guarantees training in the basic airborne qualification course and initial assignment to a unit listed on Web-based REQUEST, if airborne qualifications are maintained. (Unassigned airborne reservations do not guarantee an assignment to an airborne unit.)

(2) GCs will ensure all applicants enlisting for the airborne option have passed the airborne physical inspection by the MEPS physician prior to DEP-in (applicants with medical waivers cannot be enlisted into an airborne option or MOS that requires airborne training (i.e., Ranger training, Special Forces training (18X), and Parachute Rigor (92R)).

(3) GCs will ensure applicants are informed that if enlisting for Rangers, the guarantee is for assignment only and in no way constitutes a guarantee that the individual will receive Ranger training.

(4) GCR will print all required information in accordance with the first assignment obtained from Web-based REQUEST on the automated enlistment annex.

(5) If an applicant does not meet accession requirements in AR 40-501, chapter 2, despite having received a waiver from HQ USAREC, the applicant cannot be found airborne qualified at the MEPS.

b. US Army Unassigned Training Enlistment Option.

(1) This option is available to qualified applicants without PS enlisting for 3 or more years who are not qualified for any current available option or MOS, or does not desire to select another option. These applicants will enlist without a specific guarantee of an MOS.

(2) These individuals must meet basic eligibility criteria prescribed in AR 601-210, paragraph 2-6, and:

(a) MOS criteria waivers will not be granted.

(b) Available only to test category IIIB (31 to 49 AFQT).

(c) All quality caps and DEP control constraints in effect at time of enlistment must be adhered to.

(3) The enlistment annex is used for ensuring an applicant's understanding of his or her enlistment into the unassigned training option. GCR will print all required enlistment statements on the enlistment annex.

c. US Army English Comprehension Enlistment Option.

(1) This option is open to all qualified applicants without PS who do not comprehend the English language proficiently.

(2) This is a 4-year enlistment.

(3) Individuals must meet basic eligibility requirements in accordance with AR 601-210, chapter 2. In addition, they are required to:

(a) Attain an AFQT score of 21 to 49 on the ASVAB. (Applicants with an AFQT of 50 or higher will be enlisted for any program they

qualify for, to include those applicants required to attend the English Training Program. Do not use this option for applicants with an AFQT of 50 or higher.)

(b) In accordance with AR 601-210, paragraph 5-1f, must take the ECLT. Those achieving a score of 74 or below on the ECLT must take English language training prior to initial entry training.

(c) Agree to enlist without a specific MOS.

(4) All quality caps and DEP control constraints in effect at time of enlistment must be adhered to.

(5) Individuals enlisting under this option must attend the English Training Program (Lackland Air Force Base, Texas) after enlistment and upon completion of the program attain a score of 75 or higher on the ECLT.

(6) The ASVAB test will be readministered. Based upon the new ASVAB scores, the USAREC liaison will assist in the selection of an MOS and enlistment program and execute the appropriate forms. This will constitute a renegotiated enlistment contract.

(7) GCs must inform applicants of the following pertinent information:

(a) Soldiers will inprocess at Fort Sill, Oklahoma, prior to attending ESL at Lackland Air Force Base, Texas. The SGC will ensure all Soldiers accessing under Option 6, MOS 09C, record reflects reception station of Fort Sill.

(b) Soldiers will not initially be guaranteed training in any specific assignment or specific station, unit, command, or area.

(c) Soldiers will be required to attend the English Language Training Program.

(d) Soldiers will be administered the ECLT upon completion of training, and if scores are 75 or greater, will be required to retake the ASVAB.

1. The resulting scores from the ASVAB will become the scores of record from which qualifications for training and enlistment programs will be determined. If an AFQT of at least 21 is not obtained with at least one qualifying aptitude area score, the Soldier will be assigned an MOS and enlistment program based upon their initial ASVAB score.

2. If neither of the ASVAB scores qualify the Soldier for an MOS and enlistment program(s), the Soldier will be separated from the Army. If the Soldier fails to attain the required score of 75 or higher on the ECLT, he or she will be separated from the Army regardless of the AFQT and aptitude area scores.

(8) Normal processing procedures of AR 601-210 and this regulation apply. (This option falls within Program 9A.) GCs will obtain a reservation for surrogate MOS 09BEL – Basic Trainee English Language via Web-based REQUEST.

d. US Army Buddy Team Option.

(1) This option is open to qualified NPS applicants enlisting for a minimum of 4 years. This option promises two to four NPS applicants from the same locality who apply for RA enlistment at the same time, that they will remain together through BT and AIT or OSUT, as required. In

addition, they will receive their initial duty assignment at the same duty station for a period of at least 12 months, provided all members of the Buddy Team:

(a) Enlist for the same enlistment option and assignment.

(b) Agree to training and assignment in the same MOS.

(2) All quality caps and DEP control constraints in effect at time of enlistment must be adhered to.

(3) All applicants must meet basic eligibility criteria for enlistment in accordance with AR 601-210, chapter 2, and be processed and enlisted with the other members of the Buddy Team.

(4) Applicants must qualify for retention with the Buddy Team as follows:

(a) A person is subject to separation from his or her Buddy Team if they fail to receive required processing and training with the remainder of the Buddy Team because of absent without leave, confinement, leave, hospitalization, absence in the hands of civil authorities, or failure to progress satisfactorily in training.

(b) Any voluntary action taken by an individual member(s) of the Buddy Team that may cause the member(s) to receive separate assignments will not void the enlistment agreement of any member. Examples of such actions include requests to attend service schools, requests for reclassification, or marriage of one member followed by subsequent request for joint domicile.

(c) The length of stabilization guaranteed under this option is for a minimum period of 12 months from the date of initial arrival at the members' permanent duty station.

(5) Normal processing procedures in accordance with AR 601-210, chapter 5, applies to

this option. Authority of enlistment in this option will be obtained from the HRC Commanding General via Web-based REQUEST. This option falls within Program B. This option may be combined with any associated option.

(6) GCs will ensure that proper entries are made on the DD Form 1966 series and the enlistment annex. On ship day, GCR will provide an input screen that allows the GC to enter the name and SSN of each member of the buddy team. In order for this to work correctly, the applicants must be enlisted under primary Option 7.

e. Two-year enlistment option.

(1) Program description. The 2-year enlistment option guarantees a 2-year or 2-year variable (plus training time) enlistment in designated MOSs.

(2) Eligibility. All applicants for the 2-year enlistment option must:

(a) Meet basic eligibility criteria for enlistment in accordance with AR 601-210.

(b) Be NPS.

(c) Qualify for Tier 1 status in accordance with USAREC Reg 601-101.

(d) Attain an AFQT score of 50 or higher on the ASVAB.

(e) Meet the eligibility requirements and enlist for a specific MOS.

(3) Processing procedures:

(a) Complete the enlistment annex.

(b) Ensure all applicants are briefed on the program.

f. PaYS. This program provides Soldiers an opportunity to interview with an employer selected during their enlistment process. Soldiers must successfully complete their initial tour (RA) or IADT (USAR) to qualify for the interview.

(1) The PaYS Program is available to RA and USAR enlistments.

(2) Applicants must possess an HSD or be currently enrolled in high school (no exceptions).

(3) PS or DOS applicants are not eligible (no exceptions).

(4) Applicants must have an AFQT of 31 or higher.

(5) When the GC pulls a Web-based REQUEST reservation with a PaYS option, USAREC Form 1202 (Statement of Understanding (SOU) - Partnership for Youth Success (PaYS)) will be printed along with the reservation. USAREC Form 1202 must be signed by the GC and applicant. The completed form will be scanned into the DEP/DTP folder in the ERM database. This form is part of the applicant's enlistment packet.

(6) The PaYS option is not available with Option 70, Special Forces Recruiting Initial Contract Incentive.

g. Special Forces recruiting initiative (Web-based REQUEST Code 70).

(1) Qualifications. The applicant:

(a) Must enlist in CMF 11, 12, 13 or MOS 91W or 98XL.

(b) Must be an E-4 at the time of processing for Special Forces. Individuals who enter the Army as E-4s are eligible unless time in service requirements prohibit eligibility.

(c) Must meet Special Forces selection and eligibility criteria as outlined in AR 614-200, paragraph 5-5, and the Special Forces recruiting parameters.

(d) Must successfully complete Special Forces Assessment and Selection.

(2) USAREC Form 1194 (Statement of Understanding - Special Forces Initial Contract Initiative) is used to confirm an applicant's understanding of enlisting for the Special Forces initial contract initiative.

**Table R-1**  
**ESL training**

Score	Weeks of Training	Added Processing Weeks	Total Additional Weeks
0-29	24	2	26
30-39	20	2	22
40-55	16	2	18
56-69	14	2	16

## **Appendix S**

### **Recruit Quota System Reservations for Army Reserve Army Medical Department Officers**

#### **S-1. Purpose**

The purpose of this appendix is to help the GC understand the procedures to be used for processing USAR Army Medical Department applicants.

#### **S-2. General**

GCs are required to assist health care recruiters (HCRs) with newly commissioned USAR Army Medical Department officers by building, confirming, and shipping Web-based REQUEST reservations. All processing actions to take place at the MEPS must be projected through MIRS. GCs should follow local MEPS policy for projection procedures.

#### **S-3. Procedures**

a. The newly commissioned officers will already have a position on hold.

(1) HCRs are required to provide a copy of the following documents to the GC:

(a) DA Form 71 (Oath of Office - Military Personnel).

(b) DD Form 2808.

(c) DA Form 61 (Application for Appointment).

(2) Reservations are the same as the enlistments, except for the following items:

(a) Driver's license is not required.

(b) Test scores are not required.

(c) Category is PS.

(d) Process as enlistment for new accession.

(e) Build as an officer with BT completed (MPC Code=0).

(f) Source of commission is normally direct.

(g) Advanced rank reason is normally completed necessary college requirements.

(h) Area of concentration must be listed along with a skill identifier if applicable and listed as the primary specialty.

(i) Personnel procurement number code is 88.

(j) Ship date will automatically default to the current date.

b. Provide the HCR a printed copy of the reservation to be submitted with the appointment packet.

## **Appendix T**

### **Electronic Records Management**

#### **T-1. Purpose**

This appendix establishes a standardized guideline for storing enlistment documents in the ERM database.

#### **T-2. General**

The ERM database is a standard yet simple advanced records management solution that is designed to meet the command's record information needs. Once a document has been scanned into the ERM database it cannot be altered or deleted by anyone at the Rctg Bn, Rctg Bde, or USAREC level.

#### **T-3. Scanning of enlistment documents**

The Scanning screen allows the GC to scan external documents and other associated enlistment documents into the applicant's enlistment folders. Every document pertaining to the applicant's enlistment will be stored in a specific standardized folder. The ERM database will replace the Rctg Bn residual file currently maintained at the Rctg Bn headquarters. The following documents will go into each of the assigned folders. For a detailed list of where documents belong see USAREC Pam 601-34.

##### **a. Core Admin folder:**

(1) DA Form 1058-R (Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and US Army Reserve).

(2) DA Form 3685 (JUMPS - JSS Pay Elections).

(3) DA Form 3838 (Application for Professional Training).

(4) DA Form 4187 (Personnel Action).

(5) USAREC OP 4 (Regular Army Enlistment (DA Form 4187)).

(6) DA Form 4836 (Oath of Extension of Enlistment or Reenlistment).

(7) DA Form 5247-R (Request for Security Determination).

(8) DA Form 5960 (Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowance (VHA)).

(9) DA Form 61 (Application for Appointment).

(10) DA Form 1696-R (Enlistment/Reenlistment Qualifying Application (Specially Recruited Personnel)).

(11) DA Form 2-1 (Personnel Qualification Record - Part II).

(12) Enlisted record brief.

(13) DA Form 705 (Army Physical Fitness Test Scorecard).

(14) DA Form 873 (Certificate of Clearance and/or Security Determination).

(15) DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement).

(16) DD Form 1966 series (Record of Military Processing - Armed Forces of the United States).

(17) DD Form 368 (Request for Conditional Release).

(18) DD Form 93 (Record of Emergency Data).

(19) DD Form 1879 (DOD Request for Personnel Security Investigation).

(20) Discharge orders.

(21) SF 180 (Request Pertaining to Military Records).

(22) SF 86 (Questionnaire for National Security Positions).

(23) USAREC Form 1104 (Enlistment Eligibility Questionnaire).

(24) USAREC Form 541 (DEP/DTP News Release).

(25) USAREC Form 914 (Army Reserve Officers' Training Corps Referral Information).

(26) Appointment orders and Personnel File Record.

(27) Awards and decorations.

(28) Documents for civilian acquired skills program.

(29) Grade determination documents.

(30) Occupational program certificate.

(31) Security clearance verification.

(32) Unit commander acceptance letter.

(33) Tech check results (scan in ENTNAC RAP Sheet folder).

(34) ENTNAC RAP sheet.

(35) Memorandum from ENTNAC interview.

(36) USAREC Form 1241 (Tattoo Screening).

##### **b. Core Document folder:**

(1) Adoption papers.

(2) AE Form 360 (Report of a Birth Abroad of a Citizen of the United States).

(3) Affidavits establishing dependency.

(4) Alien registration.

(5) Annulment decree.

(6) Associate degree.

(7) Baccalaureate degree.

(8) Baptismal certificate.

(9) Billy Mitchell Award.

(10) Birth certificate.

(11) Eagle Scout certificate.

(12) Certificate from the physician in attendance at birth.

(13) Certificate of citizenship.

(14) Certified letter from Department of Justice.

(15) Certified letter from Department of State.

(16) Certified transcripts.

(17) Citizenship certificate.

(18) Civil action document (divorce pending).

(19) College transcripts.

(20) Court order.

(21) Current year school withdrawal letter.

(22) DD Form 214 (Certificate of Release or Discharge From Active Duty).

(23) DD Form 215 (Correction to DD Form 214, Certificate of Release or Discharge From Active Duty).

(24) DD Form 220 (Active Duty Report).

(25) DD Form 372 (Request for Verification of Birth).

(26) Death certificate.

(27) Death certificate widowed.

(28) Defense Eligibility Enrollment Reporting System verification document.

(29) Degree credential.

(30) Dependent ID card.

(31) Dependent birth certificates.

(32) Diploma home school.

(33) Divorce decree.

(34) Doctorate degree.

(35) Driver's license.

(36) DS Form 1350 (Certificate of Birth Abroad of a Citizen of the United States).

(37) FS Form 240 (Consular Report of Birth Abroad).

(38) FS Form 545 (Certificate of Birth Abroad of a Citizen of the United States).

(39) GED certificate or transcript.

(40) Girl Scout Gold Award certificate.

(41) High school certificate of attendance.

(42) HSD.

(43) HSD (adult education).

(44) High school letter.

(45) High school transcripts.

(46) Hospital or delayed birth certificate.

(47) INS Form G-845 (Document Verification Request).

(48) INS Form I-551 (Alien Registration Receipt Card).

(49) INS Form I-688 (Temporary Resident Card).

(50) INS Form I-94 (Arrival/Departure Record).

(51) INS Form N-560 (Certificate of Citizenship).

(52) TD Form IRS W-2 (Wage and Tax Statement).

(53) Legal separation decree.

(54) Marriage certificate.

(55) Masters degree.

(56) Naturalization certificate.

(57) NGB Form 22 (National Guard Bureau Report of Separation and Record of Service).

(58) Official government documents.

(59) Overstamped passport.

(60) Printout from social security office.

(61) Prior service records.

(62) Professional nursing diploma.

(63) Promotion orders.

(64) Recommendation letters.

(65) Separation orders.

(66) Social security card.

(67) SSA Form 5 (Application for a Social Security Number Card).

(68) SSA Form 2458 (Report of Confidential Social Security Information).

(69) Statement signed by the applicant.

(70) Sworn statement of one or both parents or legal guardian supported by notarized copy of school records, showing date of birth.

(71) Telephonic verification memorandum.

(72) US passport.

(73) USAREC Form 512 (Regular Army and Reserve Components Referral Sheet).

(74) Valid state permit or ID card.

(75) Promissory notes.

##### **c. DEP/DTP folder:**

(1) Annex A (automated enlistment annex).

(2) Annex B (automated ship annex).

(3) DA Form 5435-R (Statement of Under-

standing - Selected Reserve Montgomery GI Bill).

(4) DA Form 3283 (Statements of Member Removed From the Temporary Disability Retired List).

(5) DA Form 4886 (Issue-In-Kind Personal Clothing Record).

(6) DA Form 5261-1-R (Selected Reserve Incentive Program - Educational Assistance Addendum).

(7) DA Form 5261-2-R (Selected Reserve Incentive Program - Reenlistment/Extension Bonus Addendum).

(8) DA Form 5261-3-R (Selected Reserve Incentive Program - Affiliation Bonus Addendum).

(9) DA Form 5261-4-R (Student Loan Repayment Program Addendum).

(10) DA Form 5261-5-R (Selected Reserve Incentive Program - USAR Prior Service Enlistment Bonus Addendum).

(11) GI Bill NPS Kicker.

(12) DD Form 4 series (Enlistment/Reenlistment Document - Armed Forces of the United States).

(13) DD Form 2366 (Montgomery GI Bill Act of 1984 (MGIB) (Chapter 30, Title 38, US Code) Basic Enrollment).

(14) Frozen report (printed from REQUEST for DOS and PS only).

(15) USAREC Form 1227 (Security Clearance Questionnaire).

(16) Web-based REQUEST cancellation printout (printed whenever an applicant's REQUEST reservation is canceled).

(17) USMEPCOM Form 601-23-E (Report of Additional Information) (other than medical).

(18) Orders and any amendments.

(19) Web-based REQUEST printout.

(20) SF 1199A (Direct Deposit Sign-Up Form).

(21) VA Form SGLV-8286 (Servicemembers' Group Life Insurance Election and Certificate).

(22) STAR forms.

(23) USAREC Form 1136 (DEP/DTP Member's Certificate of Training).

(24) USAREC Form 994 (Private (E-2) Promotion Certificate).

(25) TAPC-EPMD Form 169-R (Security Screening Questionnaire).

(26) TAPC-EPMD Form 189-R (Personnel Reliability Program Screening Questionnaire).

(27) USAREC Form 1202 (Statement of Understanding (SOU) - Partnership for Youth Success (PaYS)).

(28) EPSQ security information.

(29) USAREC Form 1196 (Statement of Understanding - Prohibited Activities Between Recruiting Personnel and Delayed Entry Program and Delayed Training Program Members).

d. DEP/DTP Admin folder:

(1) USAREC Form 1034 (Delayed Entry Program Status Change/Request).

(2) USAREC Form 986 (Separation Request Form).

(3) USAREC Form 1035 (Request to Change Enlistment Option).

(4) USAREC Form 1135 (DEP/DTP Member's

Commitment to Excellence Certificate).

(5) USAREC Form 992 (US Army Delayed Entry Physical Training Program Statement).

(6) USAREC OP 3 (Training Seat Cancellation (DA Form 4187)).

(7) Retain in DEP MFRs.

e. Medical folder:

(1) Audiogram.

(2) DD Form 2807-2 (Medical Prescreen of Medical History Report).

(3) DD Form 2005 (Privacy Act Statement - Health Care Records).

(4) DD Form 2807-1 (Report of Medical History).

(5) DD Form 2808 (Report of Medical Examination).

(6) Medical supporting documentation from private physicians.

(7) Medical waiver.

(8) All other medical documents.

(9) USMEPCOM Form 680-3A-E (Request for Examination).

(10) USMEPCOM Form 40-1-3-R-E (Report of Medical Examination/Treatment - Visual Acuity).

(11) USMEPCOM Form 40-8-1-R-E (HIV Antibody Testing Acknowledgment Form).

(12) USMEPCOM PCN 680-3ADP.

(13) USMEPCOM Form 40-1-2-R-E (Report of Medical Examination/Treatment).

(14) USMEPCOM Form 40-8-R-E (Drug and Alcohol Testing Acknowledgment Form).

(15) USMEPCOM Form 601-23-4-E (Restrictions on Personal Conduct in the Armed Forces).

(16) SF 507 (Clinical Record - Report on or Continuation of SF\_\_\_\_\_).

(17) SF 513 (Medical Record - Consultation Sheet).

(18) USMEPCOM Form 601-23-E (Report of Additional Information) (medical reason only).

(19) USAREC Form 1242 (Army Preprocessing Drug Screening Acknowledgment and Consent).

f. Waiver folder:

(1) Affidavits.

(2) Request for waiver memorandum.

(3) Applicant's statement.

(4) Court dockets.

(5) DA Form 3072-2 (Applicant's Monthly Financial Statement).

(6) DD Form 369 (Police Record Check).

(7) DD Form 370 (Request for Reference).

(8) Personal letter.

(9) USAREC Form 1037 (Probation Officer and/or Court Records Report).

(10) USAREC FL 146 (Release of Arrest Information).

(11) USAREC FL 41 (Request for Information From Institution).

(12) Family care plan.

(13) Waivers cover letter.

(14) Any other documents that the applicant or recruiter considers vital to the decision of the request for waiver.

#### **T-4. ERM users**

Users will only be allowed to see the records

that reside within their organizations. Users such as the G-3, Enlistment Standards Division; USAREC Inspector General; G-3, Policy Branch and Waivers Branch will have access to all records stored in ERM.

## **Appendix U**

### **Future Soldier Remote Reservation System**

#### **U-1. Purpose**

This appendix establishes a standardized guideline for the use of FSR2S.

#### **U-2. General**

The FSR2S is an evolving recruiting process that places the MOS selection and temporary reservation process in the hands of the recruiter. As a test program, it was proven that this process increases "customer satisfaction" and "red-carpet treatment" by moving the job selection earlier in the processing cycle. When used efficiently the recruiter can move the applicant through the processing cycle smoother and faster, thus reducing stress on the applicant and recruiter. Applicants feel less pressure by having their reservation completed in their home with parents, friends, or influencers present. Renegotiations and Future Soldier losses have been reduced as a result of this processing procedure. This system is limited to the Albany, Tampa, Indianapolis, and Salt Lake City Rctg Bns at this time.

#### **U-3. Guidelines**

a. Applicants must be ASVAB qualified, but not physically qualified to make a reservation. Once ASVAB qualified, the recruiter builds the applicant's Web-based REQUEST record. If the applicant has completed a MEPS physical, the recruiter will place the data in the applicant's record. If there is not a MEPS physical, the recruiter will build the applicant's record with a PULHES of 111111. The physical date will be the current date. Once the applicant record is completed, the recruiter will perform a search or look up in the same manner as a GC would. If the applicant requires an ETP, the recruiter will follow the procedures in appendix F. For a USAR applicant, the recruiter will change the "enlistment date" to the actual MEPS processing date. For both RA and USAR, the applicant will have 7 calendar days to complete his or her enlistment processing. The following applicant types will not be processed in FSR2S using a temporary reservation: PS or DOS (RA only), officer and warrant officer candidates, Band, ACASP, College First, ECLT, 09L, FLRI, ROTC-SMP, Blue to Green, and Individual Ready Reserve transfers or National Guard transfers. USAR recruiters may process PS applicants using a temporary reservation except for those applicants requiring the Warrior Training Course.

b. When FSR2S applicants are sent to MEPS to complete their enlistment processing their enlistment packet must be completed, as would any other applicant. If their physical profile changes at the MEPS, the GC will call the Recruiting Operations Center to have the change annotated or if unqualified cancel the reservation as an "ND" cancellation. All other enlistment procedures are the same as other applicants.

c. The SGC has sole responsibility for confirming enlistment and shipping of all FSR2S enlistments. No part of the command will re-

ceive mission credit until the SGC has confirmed these enlistments. At no time will the recruiter or CLT confirm enlistment or shipment of their applicants.

d. Any FSR2S reservation that has not been confirmed as enlisted by close of business on the seventh calendar day should be canceled as an "ND" cancellation. All other cancellation codes used will result in a DEP loss. The recruiter or anyone in the recruiter's chain of command may cancel a reservation as "ND." Once FSR2S applicants have enlisted into the FSTP, only those personnel designated in the Rctg Bn operations or MEPS sections may cancel this Future Soldier's reservation. After the enlistment has been performed the same cancellation codes that apply to other enlistments apply to FSR2S reservations.

## **Glossary**

### **Section I Abbreviations**

#### **ACASP**

Army Civilian Acquired Skills Program

#### **ACF**

Army College Fund

#### **AD**

active duty

#### **ADT**

active duty for training

#### **AFQT**

Armed Forces Qualification Test

#### **AIT**

advanced individual training

#### **ARISS**

Army Recruiting Information Support System

#### **ARNG**

Army National Guard

#### **ASVAB**

Armed Services Vocational Aptitude Battery

#### **BCT**

basic combat training

#### **BI**

background investigation

#### **BLT**

battalion leadership team

#### **BT**

basic training

#### **CCF**

Central Clearance Facility

#### **CLT**

company leadership team

#### **CMF**

career management field

#### **CMO**

chief medical officer

#### **DA**

Department of the Army

#### **DAT**

drug and alcohol test(ing)

#### **DEP**

Delayed Entry Program

#### **DLAB**

Defense Language Aptitude Battery

#### **DOS**

days of service

#### **DS**

delayed status

#### **DTP**

Delayed Training Program

#### **EB**

enlistment bonus

#### **ECLT**

English Comprehension Level Test

#### **EER**

erroneous enlistment report

#### **EIS**

Enlistment Inquiry Section

#### **EM**

ENTNAC manager

#### **ENTNAC**

Entrance National Agency Check

#### **EPSQ**

electronic personnel security questionnaire

#### **EPTS**

existed prior to service

#### **ERM**

electronic records management

#### **ESL**

English as a second language

#### **ETP**

exception to policy

#### **FBI**

Federal Bureau of Investigation

#### **FSR2S**

Future Soldier Remote Reservation System

#### **FSTP**

Future Soldier Training Program

#### **FY**

fiscal year

#### **GC**

guidance counselor

#### **GCOC**

Guidance Counselor and Operations Course

#### **GCR**

Guidance Counselor Resource Center

#### **GED**

general education development

#### **HCR**

health care recruiter

#### **HIV**

human immunodeficiency virus

#### **HQDA**

Headquarters, Department of the Army

#### **HQ USAAC**

Headquarters, United States Army Accessions Command

#### **HQ USAREC**

Headquarters, United States Army Recruiting Command

#### **HRC**

United States Army Human Resources Command

#### **HSD**

high school diploma

#### **HSDG**

high school diploma graduate

#### **HSSR**

high school senior

#### **IADT**

initial active duty for training

#### **ID**

identification

#### **IRR**

Inactive Ready Reserve

#### **LRP**

Loan Repayment Program

#### **MEPS**

Military Entrance Processing Station

#### **MFR**

memorandum for record

#### **MGIB**

Montgomery GI Bill

#### **MIRS**

MEPCOM Integrated Resource System

#### **MOS**

military occupational specialty

#### **MPRJ**

Military Personnel Records Jacket

#### **MRD**

mandatory return date

#### **MSO**

military service obligation

#### **MT**

master trainer

#### **NACLC**

National Agency Check and Local Check

**NCO**  
noncommissioned officer

**NPS**  
nonprior service

**NPSN**  
nonprior service no-train

**OCS**  
Officer Candidate School

**OPM**  
Office of Personnel Management

**OSUT**  
one-station unit training

**PAI**  
preaccession interview

**PaYS**  
Partnership for Youth Success

**PE**  
physical examination

**PEI**  
preenlistment interview(er)

**PFA**  
physical fitness assessment

**PL**  
processing list

**PMOS**  
primary military occupational specialty

**PMR**  
permanent medical rejection

**PRP**  
Personnel Reliability Program

**PS**  
prior service

**PSN**  
prior service no-train

**PST**  
prior service training

**QC**  
quality control

**QNE**  
qualified not enlisted

**QUALS**  
qualification text

**RA**  
Regular Army

**RBJ**  
reevaluation believed justified

**RC**  
Reserve Component

**RCM**  
recruit contract month

**Rctg Bde**  
recruiting brigade

**Rctg Bn**  
recruiting battalion

**Rctg Co**  
recruiting company

**REQUEST**  
Recruit Quota System

**RI**  
recruiting impropriety

**ROTC**  
Reserve Officers' Training Corps

**RRS**  
Recruiting and Retention School

**RS**  
recruiting station

**RSM**  
recruit ship month

**RSW**  
recruit ship week

**S-3**  
operations officer

**SBI**  
special background investigation

**SCI**  
sensitive compartmental information

**SGC**  
senior guidance counselor

**SI**  
security interview(er)

**SLRP**  
Student Loan Repayment Program

**SOP**  
standing operating procedure

**SPF**  
service processing for

**SSN**  
social security number

**TASO**  
terminal area security officer

**tech check**  
technical check

**TMR**  
temporary medical reject(ion)

**TPU**  
troop program unit

**TRADOC**  
United States Army Training and Doctrine Command

**TS**  
TOP SECRET

**USAR**  
United States Army Reserve

**USAREC**  
United States Army Recruiting Command

**USARECBN**  
United States Army Reception Battalion

**USMEPCOM**  
United States Military Entrance Processing Command

**WOFT**  
Warrant Officer Flight Training

**1SG**  
first sergeant

**Section II**  
**Terms**

**accession**

- RA - An individual who has entered onto AD.
- USAR - An individual who has enlisted into a USAR program.

**active duty service date**

- NPS - Date entered onto AD.
- PS - Date computed by taking current date entered onto AD and subtracting from that date the years, months, and days of creditable active Federal service.

**Application for Enlistment - Armed Forces of the United States**  
The four pages of DD Form 1966. These pages along with the DD Form 4 series, DA Form 3286 series, SF 86, and verification documentation constitutes the enlistment packet.

**Army Civilian Acquired Skills Program**  
Enlistment program allowing accelerated promotion dependent upon level of training or experience. The promotion to private first class is for secondary school level education or experience, and specialist and sergeant is for post-secondary level training or experience.

**Army College Fund**  
Funds in addition to those provided by the All Volunteer Forces Educational Assistance Program of 1984 (GI Bill).

**Army transmission unit**

An element of the processing section at the MEPS which collects, edits, and processes data for submission to USAREC, to enable maintenance of a computerized databank on all examinations and enlistments accomplished by MEPS.

**background investigation**

Consists of a full field background inquiry scoped from 5 to 15 years, or longer, and is required for US citizens for a TS clearance.

**basic training**

Training for accessions (less those exempted in accordance with AR 612-201) which provides fundamental military knowledge.

**before ship packet check**

Packet check accomplished by a GC between 7 and 30 days prior to shipping to AD or IADT.

**chief medical officer**

Physician assigned as the Chief of the Medical Examination Section at MEPS, responsible for profiling and determination of medical eligibility for special programs (i.e., airborne).

**coding**

Alpha and numeric characters for assigned specific meanings which when entered into the service required and unique data blocks, allow for automatic data processing collection of historical information on every applicant and enlistee.

**completed medical evaluation**

DD Form 2807-1 and DD Form 2808 which are complete and have been reviewed by the CMO to include profiling.

**contract**

A signed document specifying conditions, standards, and terms of enlistment into an Army program (see DD Form 4 series).

**control activity**

The activity within MEPS that controls applicant processing, directs individuals to various sections, and is usually under the supervision of the reception and orientation sergeant.

**courtesy shipment**

The accession of an individual previously processed by a different MEPS into the DEP. Although the shipping Rctg Bn receives no enlistment credit, the SGC of the shipping Rctg Bn is responsible for ensuring the accuracy of the enlistment documents prior to shipment to a USARECBN.

**currently in high school**

A person currently in a high school grade other than senior who has completed the 10th grade. This code is used for USAR Web-based REQUEST purposes only.

**Delayed Entry Program**

An enlistment program which allows an individual

to delay entry onto AD for a period up to 365 days. This program is subject to controls, as determined by the Commanding General, USAREC.

**Delayed Training Program**

A USAR enlistment program which allows an individual to delay shipment for IADT for a period up to 365 days.

**DEP loss**

A DEP separation or voided DEP contract.

**DEP separation**

A separation from the DEP through official published orders.

**DEP slide**

Legitimate changing of scheduled enlistment date for the applicant's convenience (i.e., temporary physical reject, hardship, etc.) which does not result in a permanent loss for Army enlistment.

**DEP voided enlistment**

A release from the DEP through official published orders.

**duplicate reservation**

Two or more reservations for the same applicant.

**early ship**

An FSTP enlistee brought onto AD prior to the RSW within which his or her enlistment date falls. (Example: Future Soldier's AIT class calls for an RSW of 8 October. The Future Soldier must enlist between 2 October (Tuesday) and 8 October (Monday). If a Future Soldier is brought onto AD prior to 2 October without a renegotiation he or she is an early ship.)

**eloper**

An individual who departs the MEPS without authorization prior to completion of processing, or an individual who departs the MEPS with permission, but fails to return to complete processing.

**enlistment bonus**

An amount of money determined by HQDA, which is paid to a qualified enlistee upon completion of AIT in selected MOSs. The amount of the EB paid may depend on the Rctg Bn in which enlisted, the date of the original DEP contract, MOS, and other factors determined by HQDA.

**enlistment contract**

A signed document specifying conditions, standards, and terms of enlistment into an Army program.

**Enlistment Inquiry Section**

Office established at HRC by direction of the Secretary of the Army to control MOSs and assignments of certain PS applicants prior to enlistment or reenlistment.

**enlistment packet**

The enlistment contract with associated and verifying documents broken down into six packets for distribution to various Army agencies.

**ENTNAC manager**

Person responsible for all matters pertaining to ENTNACs and NACs policies and procedures as prescribed by this regulation.

**Entrance National Agency Check**

Check of records of appropriate agencies such as the FBI, made by the DSS, bearing on the loyalty and trustworthiness of an applicant.

**erroneous enlistment**

An enlistment that later proves to be invalid because the individual failed to meet the qualifications prior to enlistment.

**evenflow**

Attainment of DA-directed numbers of enlistments needed to maintain training centers at optimum level. Evenflow also refers to a constant regulated flow of applicants to the MEPS to prevent overloading the MEPS.

**fee basis physician**

A civilian medical doctor employed by MEPS to conduct medical examinations and/or consultations in MEPS.

**fraudulent enlistment**

An enlistment procured through a deliberate material misrepresentation, omission, or concealment of facts by a recruiter, GC, applicant, or any or all, which if known at the time of enlistment, would have resulted in rejection of the enlistee.

**Future Soldier Training Program**

A training program that prepares a Future Soldier for initial entry training after enlisting into the RA or USAR. USAREC Reg 601-95 prescribes the policies and procedures for this program.

**guidance counselor**

Recruiter assigned duties at the MEPS for enlistment processing of Army applicants. Final responsibility for enlistment eligibility rests with this individual.

**high school senior**

A person enrolled in a program of education which, within 365 days, will result in meeting the definition of an HSDG contained in AR 601-210, glossary.

**Interservice Recruitment Committee**

A Rctg Bn level joint service committee established in the local area to coordinate and monitor aspects of applicant testing, processing, and educational liaison with high schools and the local community. One of its prime functions is planning and implementing the local school ASVAB testing program.

**late cancellation**

A reservation that is canceled after the sched-

uled enlistment date.

#### **late ship**

Future Soldier who enlists in the RA after the scheduled recruit ship date.

#### **live scan**

The electronic scanning of an applicant's fingerprints for electronic submission of ENTNAC.

#### **male or female impersonator**

Improper sex coding. Reservation made for an applicant based on incorrect input of sex code.

#### **medical waiver**

An instrument for enlistment, which requires minimum documentation to warrant an exception to the physical standards established by AR 40-501. If a defect is considered to be disqualifying in accordance with the standards set forth in AR 40-501, but is of such a nature as not to preclude the performance of duty, a waiver may be recommended by the MEPS physician and submitted by the Rctg Bn.

#### **MEPCOM Integrated Resource System**

A USMEPCOM-wide system designed to collect, edit, and process information required to maintain a computerized databank on all processing accomplished by MEPS.

#### **MEPS database listing**

A computer listing of all records on the active file. Sometimes referred to as the "dump listing."

#### **MEPS jumper**

An applicant who has processed and found to be disqualified (physically, morally, or mentally) at a MEPS, and subsequently processes at another MEPS to conceal the original disqualification.

#### **MET site**

Mobile examining test site utilized to test applicants away from the MEPS. Military or Civil Service Commission personnel can operate it.

#### **midterm graduate**

This applies to the graduate who has met and/or exceeded prescribed requirements (units, credits) early. Graduation could occur at midterm (December to January) rather than the end (May to June) of the school term.

#### **Military Entrance Processing Station**

The joint service facility which conducts final PEs and final mental tests of all Selective Service registrants and service applicants, effects induction of enlistment processing, and ships such accessions to appropriate USARECBNs or duty stations.

#### **Mobile Examining Team**

One or more individuals who administer the ASVAB test at locations away from the parent MEPS.

#### **moral waiver**

An instrument for enlistment which requires documentation to warrant an exception to the enlistment standards established in AR 601-210. Waiver documentation should show that rehabilitation of the individual concerned has been demonstrated and that the individual is a good risk from a moral standpoint, not to become a disciplinary problem during the term of enlistment.

#### **National Agency Check and Local Check**

A check accomplished by OPM, whereby, FBI Headquarters files, the FBI (Identification Division), FBI fingerprint identification files, and local agencies, as appropriate, are checked for information on the designated individual. This check is required for PS applicants. A National Agency Check is submitted on all PS personnel unable to provide proof of their original ENTNAC status, regardless of break in service.

#### **nonhigh school graduate**

An individual who has earned neither an HSD nor an equivalency certificate and is not attending school.

#### **nonprior service**

For enlistment purposes (RA) an individual who has completed less than 180 days of active service in any armed service, (USAR) and who is not MOS qualified.

#### **no-show**

A processor who fails to report to a designated place for scheduled processing or enlistment.

#### **Oath of Enlistment**

Oath prescribed by statute and administered by a commissioned officer to each applicant who has been found qualified for, and desires, enlistment. An applicant orally subscribing to the oath and executing the DD Form 4 series becomes a member of the Armed Forces.

#### **pay entry base date**

The date, for pay purposes that an enlistee entered an armed service. For computation example see AR 601-210.

#### **phantom reservation (bogus)**

Web-based REQUEST reservation made for a fictitious applicant.

#### **physical inspection**

An abbreviated medical examination, given prior to entry into military service, to an individual who has received a complete medical examination within 18 months of the date of enlistment and was found acceptable. For entry into the DEP or USAR, if enlistment is accomplished within 30 days of the initial physical or last physical inspection, a new inspection is not required. For shipment onto AD, if RA enlistment is accomplished within 72 hours of the initial physical or last physical inspection, a new inspection is not required.

#### **physical profile categories (PULHES)**

Descriptive explanation of the PE divided into categories:

- P = General physical health
- U = Upper extremities
- L = Lower extremities
- H = Hearing and ears
- E = Vision and eyes
- S = Psychiatric

#### **positive match ENTNAC**

Individuals with derogatory information from OPM for law, credit, or citizenship.

#### **processing section**

A MEPS element which is responsible for all administrative actions relative to the processing of applicants for enlistment or reenlistment into the Armed Forces of the United States.

#### **qualified applicant**

An applicant who has been mentally, medically, and morally evaluated and found to be qualified for Army enlistment.

#### **qualified military available**

Male citizens 17 to 21 years of age who are physically, mentally, and morally qualified for military service. Estimates of qualified military available may be calculated for a county or other geographic area by applying experienced rejection rates to military available from the geographical area.

#### **qualified not enlisted**

An individual who is fully qualified and able to enlist, but declines to accept an available option.

#### **reasonable commuting distance**

Distance from home to the USAR center, within a 50-mile radius or 90-minute travel time.

#### **recruit ship date**

The last day of the RSW. This day is always Monday, except as modified to accommodate the Christmas holiday schedule. This is the last day an individual may be enlisted so as to arrive at the USARECBN in time for processing into the proper BT and BCT class.

#### **recruit ship month**

A 4- or 5-week period commencing on a Tuesday and ending on a Monday, not in consonance with a calendar month.

#### **recruit ship week**

Tuesday through the following Monday has been established as the RSW.

#### **recruiting and processing misrepresentation**

Any promise or misrepresentation of commitment, regardless of the manner in which it is made, which is not specifically reflected on pertinent enlistment documents, but is made for the purpose of inducing an individual to enlist. Such

misrepresentation may be either intentional or unintentional. In the event intent can be documented, such intentional misrepresentation will constitute recruiting and/or processing impropriety.

#### **recruiting impropriety**

- Acts or omissions in violation of law or regulation with the intent to enlist a person not qualified for enlistment or whom the recruiter believes is unqualified for enlistment.
- Acts or omissions in violation of law or regulation with the intent to grant a person a specific option, military occupational specialty code, educational benefit, bonus, or other enlistment benefit for which an applicant is ineligible or whom the recruiter does not believe is eligible.
- Grossly negligent acts or omissions in violation of law, regulation, or policy resulting in a fraudulent, erroneous, or defective enlistment or reporting to AD or transfer of an unqualified person.
- Absent evidence of an innocent purpose intentional violations of any specific prohibition identified in USAREC Reg 601-45, paragraph 2-3, whether or not any processing or enlistment occurred.

#### **Recruiting Incentives Program**

Those programs designed to attract high quality prospects or to induce enlistments in hard-to-fill MOSs or options (i.e., the US Army Cash Bonus Enlistment Option, ACF, and LRP).

#### **red-carpet treatment**

Procedures employed by the MEPS, which ensures that individuals receive personalized, efficient, and courteous service.

#### **reevaluation believed justified**

A determination of the existence of a temporarily disqualifying medical condition, expected to improve in time.

#### **residual packet**

A record copy of each enlistment kept in the ERM database consisting, at a minimum, of DA Form 3286 series, the DA Form 3540-R (Certificate and Acknowledgment of US Army Reserve Service Requirements and Methods of Fulfillment), USAREC OP 4, DD Form 4 series, DD Form 1966 series, DD Form 2807-1, and DD Form 2808.

#### **retest**

Any subsequent ASVAB test administered after the initial test during the validity period of the initial test. A retest is the only authorized means which may be used to qualify applicants for enlistment, whose initial test scores are not qualifying and do not reflect the applicant's true abilities and capabilities.

#### **ringer**

An individual who attempts to process under a false name to qualify another individual for enlistment, who may not possess the ability to

qualify. This is accomplished by falsifying personal identification data on the DD Form 1966 series, test answer sheet, or other documents used in connection with examining or processing of applicants for enlistment in the Armed Forces.

#### **security interviewer**

The Commander, HRC, will assign these personnel, to an appropriate HRC Personnel Security Screening Program Detachment, attached to the appropriate Rctg Bn with duty at an appropriate MEPS. The SI has the primary mission of screening, interviewing, counseling, and assisting in the processing of enlistees for all MOSs that are required to be cleared for sensitive positions.

#### **service required data and service unique data**

Any data element that is not a standard, where values of the data element vary among recruiting services.

#### **ship**

To transport an enlistee to a USARECBN. Often used by recruiters with reference to transporting prospects and applicants to MEPS for testing or processing.

#### **straight shipper**

An individual who enlists onto AD without having entered the DEP.

#### **technical search**

Electronic live scan fingerprint search of criminal indices.

#### **test disqualified**

An applicant who failed to achieve scores acceptable for enlistment as determined by specific criteria (i.e., educational level, age, and category).

#### **test management section**

Unit of MEPS which is responsible for administration of ASVAB tests developed for selection and classification purposes.

#### **test qualified declined**

Individuals who have completed the ASVAB test and are qualified but decline further processing.

#### **uncommitted applicant reservation**

Reservation made for an individual who does not execute an enlistment agreement immediately.

#### **unfulfilled enlistment**

This enlistment occurs when a qualified applicant is properly enlisted, but who through no fault of his or her own cannot receive his or her original option or guarantee as contained on applicable DA Form 3286 series and DD Form 4 series; or when the Army cannot honor an enlistment guarantee or promise, made in writing or verbally by a recruiting official, providing the

communication of such guarantee or promise can be verified.

#### **unqualified applicant**

Input of inflated aptitude scores or other qualification data, which is not valid. Any applicant found to be unqualified whether mentally, morally, or physically. This term also applies to applicants found temporarily or permanently unqualified. Knowingly enlisting an unqualified applicant is prohibited and punishable under the Uniform Code of Military Justice.

#### **walk-in**

A potential enlistee who walks into an RS without prior contact with a recruiter. Walk-in also refers to a person who arrives at the MEPS for processing without prior notification or being scheduled for processing.

#### **Web-based Recruit Quota System**

A nationwide time-sharing computer service using national telecommunications network to link remote terminals to a common database. This system provides for: Centralized recruiting qualifications data, real-time training space and unit vacancy reservation capability, retrieval of operational and management data, and real-time message capability. Web-based REQUEST is an official reporting system for management information within USAREC.

#### **Web-based REQUEST reservation**

One of the core programs of Web-based REQUEST which is the heart of the system. The Web-based REQUEST Program reserves an enlistment training space and when appropriate, a unit assignment. Reservations will not be made for individuals not possessing a valid SSN. Every applicant must possess a valid Web-based REQUEST reservation prior to enlistment into the RA, USAR, or DEP.